FUR-EH! STAFF ROLE

HR Director

Business Services · Volunteer role (unpaid)

Open position

REPORTS TO
Executive of Business Services

DIRECT REPORTS
Assistant HR Director, Hiring Coordinator, HR team

WORKS CLOSELY WITH
The Board, department heads, IT, Volunteers

TIME COMMITMENT
Year-round, about 4 hrs/week; up to 10 in the busiest weeks

About the role

You look after the people who make Fur-Eh! happen. You get new staff in the door quickly, keep their records safe, and make sure everyone knows what their role is and who to turn to when something isn't working.

Where: mostly online through Teams, plus the con weekend in Edmonton. **All staff** sign the staff NDA and follow the Fur-Eh! Code of Conduct.

What you'll do

- Run hiring from posting to offer, with the Hiring Coordinator and department heads
- Onboard new staff within three weeks of saying yes: NDA, accounts, introductions, a first chat with their lead
- Keep staff records, NDAs and the staff listing current and confidential
- Make sure every staff role has a role description in the standard format, and keep them up to date
- Offboard people properly: handover, access removed with IT, and a respectful send-off
- Help leads with check-ins, support and role changes, and write down what was agreed
- Handle staff concerns and conflicts fairly, and bring serious matters to the Board
- Check in with staff regularly, plus a short yearly survey, to learn what we do well and where we can improve, and share what you hear

Key dates

Oct - Jan
Recruiting and onboarding for next con

~2 months out
Staff list, allergy list and comps ready

After the con
Exit check-ins and the staff survey

What you'll need

- 18 or older
- Discreet with confidential and personal information
- Calm, fair and tactful in hard conversations
- Organized follow-through; HR experience an asset

Tools & access

- @fureh.ca email account
- Microsoft Teams
- HR SharePoint site (staff records, role descriptions)
- Microsoft Forms

Perks & recognition

Free Fur-Eh! registration · Hotel room perks · Free staff t-shirt · Staff Lounge access · Staff appreciation dinner · Annual staff-appreciation gifts

SCAN TO APPLY