



# Volunteer Human Resources Specialist

## Job Overview

DC Coding Association is a dynamic and growing nonprofit organization dedicated to providing free, high-quality STEM education to underserved communities. We aim to bridge the digital divide by empowering individuals with the skills and knowledge needed to succeed in today's technology-driven world. Our programs include weekly coding classes, workshops, and community events designed to foster a love for technology and innovation. For more information, please visit <https://dccoding.ca>.

The Volunteer Human Resources Specialist will help to oversee all aspects of human resources practices and processes within DC Coding. This role involves managing recruitment, onboarding, employee relations, performance management, and volunteer engagement. This is **not just another volunteer role**—we're looking for someone who is **eager to contribute, willing to take initiative, and ready to do whatever it takes to help our team succeed**. The Human Resources Specialist will work closely with the leadership team to cultivate a positive and inclusive organizational culture that aligns with our mission and values. This is an online volunteer position offering an excellent opportunity to contribute to a meaningful cause and gain valuable experience. The Volunteer Human Resources Specialist will report directly to the Executive Director.

**Position Type:** Online

## Qualifications

- Preferably currently enrolled in a university program, preferably in Business, Human Resources, or a related field. Alternatively, have equivalent experience and passion.
- Preferably have experience in human resources management.
- Strong knowledge of HR best practices.
- Excellent communication, interpersonal, and organizational skills.
- Demonstrated ability to handle confidential information with discretion.
- Proficiency in HR software, Google Workspace, and Microsoft Office.
- Passionate about the mission of DC Coding and committed to making a positive impact.

- Ability to meet deadlines and work collaboratively with a diverse team.
- Strong problem-solving skills and attention to detail.
- High level of integrity and professionalism.

## Responsibilities

- **Recruitment and Onboarding:** Develop and implement recruitment strategies, manage the full recruitment lifecycle, and conduct new employee orientations.
- **Organizational Structure:** Create and develop the organizational structure, guided by the Executive Director, to support the mission and goals of DC Coding.
- **Employee Relations:** Foster a positive work environment, address employee concerns, and promote a culture of diversity, equity, and inclusion.
- **Position and Role Review:** Regularly review and update positions and roles to ensure alignment with organizational needs and goals.
- **Performance Management:** Develop performance evaluation processes, provide guidance on employee performance issues, and facilitate professional development opportunities.
- **HR Policies and Compliance:** Develop HR policies, and maintain confidential employee records.
- **Organizational Development:** Identify organizational development needs, enhance employee engagement and retention, and improve organizational culture.

**Please fill out the form to apply:**

<https://form.jotform.com/221827461784261>

Please contact [hr@dccoding.ca](mailto:hr@dccoding.ca) for any questions.

We can't wait to meet passionate changemakers like you.