



## **Employment Opportunity – Human Resources Coordinator**

Linden Christian School (LCS) invites applications for the full time position of Human Resources (HR) Coordinator. LCS is a K-12 independent school with over 950 students.

The HR Coordinator facilitates the day-to-day operations of LCS Human Resources. This individual coordinates the administration of human resource policies, procedures and programs of LCS.

The successful candidate will have:

- CPHR or CPHR designation an asset
- Education, experience, and competencies in HR Management
- Strong technical skills in understanding and applying knowledge related to HR law, legislation, standards and practices
- Knowledge and experience in payroll, benefits and compensations programs
- Excellent computer skills in both Microsoft Windows and electronic collaboration environment
- Effective oral and written communication skills
- Excellent organizational skills
- A sincere love for Jesus Christ evidenced by lifestyle, including regular attendance at weekly church services;
- Give evidence of a strong commitment to Christian faith in belief and practice, and be in agreement with LCS' Mission, Vision and Core Value statements;
- Be willing to sign and adhere to the LCS Statement of Faith and Lifestyle Commitment;
- Demonstrate confidentiality relating to all school issues.

Interested candidates should review the Statement of Faith and the Job Description that follows this employment opportunity. Applicants are asked to forward a covering letter, a complete résumé, a personal statement of faith/faith story and a minimum of three references, one being from the applicant's pastor or church leader.

Please submit your application documents to the attention of:

Robert Charach, Principal and CEO  
% Anne Penner, Human Resources Coordinator  
Linden Christian School  
877 Wilkes Avenue  
Winnipeg, MB, R3P 1B8  
Email: [apenner@lindenchristian.org](mailto:apenner@lindenchristian.org)

**The closing date for applications is March 23, 2022.**

Only those applicants being considered for the position will be contacted to arrange an interview.