

Municipal District of St. Stephen

Employment Opportunity – Human Resources Coordinator

(Two-Year Term)

The Municipal District of St. Stephen is seeking a motivated and detail-oriented Human Resources Coordinator to join our administrative team for a two-year term position, with the potential to become permanent following successful review at the conclusion of the term.

This is an exciting opportunity to help shape and strengthen the municipality's internal culture, support our growing team, and enhance organizational efficiency through professional HR practices.

Position Overview

Reporting to the Chief Administrative Officer, the Human Resources Coordinator will be responsible for coordinating and delivering a range of HR functions including recruitment, onboarding, policy administration, benefits coordination, performance management support, and employee relations.

The successful candidate will play a key role in ensuring compliance with employment legislation, maintaining accurate HR records, and contributing to a positive, productive, and respectful workplace.

Key Responsibilities

- Coordinate recruitment, onboarding, and orientation of new employees.
- Maintain HR records and ensure compliance with privacy and confidentiality standards.
- Administer benefits and liaise with payroll to ensure accuracy.
- Support employee training, performance management, and evaluations.
- Maintain and update HR policies, procedures, and templates.
- Assist with workplace investigations, attendance management, and progressive discipline processes.
- Track and report HR metrics and workforce analytics.

Qualifications

- Diploma or degree in Human Resources Management or related field.
- 2–5 years of progressive HR experience, preferably in the public sector.
- Knowledge of the Employment Standards Act, Occupational Health and Safety Act, and related legislation.
- Strong communication, organizational, and problem-solving skills.

- Proficiency in HRIS or related administrative systems.
- HRPAs designation or eligibility considered an asset.

Term and Compensation

This is a two-year term position, with the potential to transition to permanent employment. The salary range for this position is \$70,000 – \$85,000 annually, plus a comprehensive benefits package.

How to Apply

Interested candidates are invited to submit a cover letter and résumé outlining their qualifications and experience to:

Chief Administrative Officer

Municipal District of St. Stephen

Email: jeff.renaud@chocolatetown.ca

Subject Line: Human Resources Coordinator – Application

Applications will be accepted until **November 21, 2025**, or until the position is filled.

About the Municipal District of St. Stephen

The Municipal District of St. Stephen is a progressive and growing community located in southwestern New Brunswick. We are committed to providing efficient, transparent, and community-focused services to our residents and partners. Our team values collaboration, integrity, and innovation in serving the public interest.