Fondation du Centre universitaire de santé McGill

McGill University Health Centre Foundation

Position:	Human Resources and Administrative Coordinator
Employment status:	Permanent Full Time (35 hours per week), Hybrid (3-4 days in office)
Location:	700-5100 de Maisonneuve Blvd. West, Montreal (Quebec)

Reporting to the Chief Operating Officer (COO), the Human Resources and Administrative Coordinator supports the Foundation's human resources practices, governance processes, and day-to-day administrative operations. This role helps maintain accurate and up-to-date HR policies, employee resources, as well as Board and committee documentation, while contributing to organizational culture, employee experience, accreditation, and workplace initiatives.

This is an opportunity for an organized, collaborative, and detail-oriented professional who enjoys coordinating people-focused processes and administrative projects in support of health care, research, and patient care.

KEY AREAS OF RESPONSIBILITY

Human Resources

- Maintain, date, track, and organize HR policies;
- Support the development and review of new policies;
- Update the employee manual, contract templates, and team job descriptions;
- Review and improve employee onboarding and offboarding processes, as well as onboarding processes for Board members;
- Support the accuracy and organization of HR records;
- Help prepare for the Foundation's next Imagine Canada re-accreditation, coordinating documentation and evidence related to its 72 standards.
- Contribute to HR and culture benchmarking studies and support applications for national recognition awards and other accreditations;
- Participate in relevant internal and external working groups and committees;
- Help analyze corporate culture survey results and contribute to proposed action plans;
- Support workplace initiatives, including office-space improvements and cybersecurity-related activities.

Administration and Governance

- Track and maintain Board and Board committee terms of reference, including review dates, updates, amendments, and renewals.
- Track and maintain Board members documentation, including skills matrix, survery results, conflict of interest forms and Engagement letters

- Assist in coordinating Board and Board committee meetings, including scheduling, preparing agendas, compiling meeting materials, and following up on action items.
- Support the preparation of Board and Board committee presentations, reports, briefing notes, and related documentation.
- Maintain accurate and up-to-date governance records, including Board and committee membership lists, terms of office, meeting calendars, and other corporate records.
- Monitor key governance deadlines and assist in ensuring the timely review and updating of corporate policies, procedures, and governance documents.
- Assist with the coordination of Board member onboarding and orientation, including the preparation and distribution of relevant documentation.
- Maintain organized electronic filing systems for governance and administrative records, ensuring confidentiality and accessibility.
- Track outstanding action items and follow up with relevant stakeholders to support the timely completion of governance-related activities.
- Prepare and process expense reports, invoices, and other administrative documentation as required.
- Provide general administrative and organizational support, including scheduling meetings, coordinating logistics, preparing correspondence, and maintaining records.
- Assist with special projects and other administrative or governance-related initiatives, as assigned.

QUALIFICATIONS

Required

- Strong organizational skills and attention to detail, with the ability to track documents, deadlines, and follow-up items accurately.
- Clear written and verbal communication skills, including the ability to prepare and organize professional documents and presentations.
- Proficiency with common office productivity tools, including word processing, spreadsheets, and presentation software.
- Ability to handle confidential information with discretion and professionalism.
- Ability to manage multiple tasks, prioritize competing deadlines, and work collaboratively with colleagues and committees.

Preferred

- Experience working in a nonprofit, healthcare, philanthropy, or mission-driven organization.
- Experience supporting human resources, policy administration, onboarding/offboarding, governance, or committee coordination.
- Experience supporting accreditation, employee engagement or culture surveys, benchmarking, or organizational improvement initiatives.

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What Success Looks Like

- HR policies, employee resources, job descriptions, and employment templates are accurate, current, and easy to locate.
- Employee and Board member onboarding processes are organized, consistent, and kept up to date.
- The Foundation is well prepared for Imagine Canada re-accreditation, with required documentation coordinated and tracked.
- Survey findings are organized into clear summaries and practical proposed actions for committee discussion.
- Board and committee materials, terms of reference, and administrative records are prepared accurately and on time.
- HR, governance, and workplace initiatives are supported through dependable coordination, clear communication, and thoughtful follow-through.

We thank you for your interest in the MUHC Foundation. All submitted applications will be considered; however, only selected candidates will be contacted for interview purposes.

Candidates must submit their CV and cover letter to Naomie Long at naomie.long@muhc.mcgill.ca OR candidates must submit applications through Indeed: Coordonnateur(trice) des ressources humaines et de l'administration/Human Resources and Administrati - Montréal, QC H4A 3T2 - Indeed.com