



**VantageOne**  
CREDIT UNION

*Career*  
Opportunity

**TYPE:** External Advertisement

**DATE:** 20MAR2025

**ROLE:** Part Time Human Resources Coordinator – Financial Ability Liaison

**BUSINESS LINE:** VantageOne Credit Union

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**ADVERTISEMENT NUMBER:** EX 2025 - 04

**CLOSING DATE:** Until Filled

**HOW TO APPLY:** Please email a resume and cover letter to [HR@vantageone.net](mailto:HR@vantageone.net).  
Please indicate the advertisement number in the subject line of email.

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**Position Overview:**

We are seeking a dedicated and versatile HR professional to join our team as a Human Resources Coordinator – Financial Ability Liaison. This unique part time role blends the core functions of Human Resources, Training and Development and Community Financial Literacy education. This role plays a pivotal role in enhancing employee skills, driving organizational growth, and sharing financial knowledge with the wider community.

If you are passionate about empowering individuals through education and personal growth, if you thrive in dynamic environments where you can shape training programs, foster employee development and make a meaningful impact in the communities we serve, this may be the perfect role for you!

**Key Responsibilities:**

**Benefits Administration**

- Manage and maintain confidential employee records, including disability files.
- Liaise with disability benefits carriers for case management, return-to-work programs, and accommodations.
- Handle employee benefits enrollment and maintain accurate records in the benefits system.
- Assist employees with benefits-related inquiries and initiate insurance claims.

**Labour Relations**

- Participate in joint union/management committees and staffing committees.
- Interpret collective agreements and provide guidance to employees.
- Support bargaining preparations through research.
- Serve on the Job Evaluation Committee and verify compensation/pay rates for new hires and incremental increases.

**Organizational Learning, Training & Development**

- Develop and facilitate instructor-led and digital training sessions.
- Conduct training in various formats, including workshops, seminars, coaching, and video conferencing.
- Design and deliver corporate training and new employee orientation programs.
- Assess employee skills, recommend training plans, and manage learning resources.
- Collaborate with managers to identify and address employee training and development needs.

## **Financial Literacy & Community Engagement**

- Develop and deliver financial literacy programs covering budgeting, saving, debt reduction, credit building, and banking.
- Educate participants on government programs and financial services access.
- Build relationships and partnerships with schools, community organizations, and colleges.
- Organize and facilitate community events to promote financial literacy.
- Implement social media and community outreach strategies to enhance financial education awareness.
- Serve as the financial literacy liaison for Credit Union partners.

### **Qualifications:**

- High School Diploma plus two years of formal education in Human Resources, Adult Education, and/or Training (certificate or diploma).
- Willingness to pursue CPHR professional designation.
- 4–6 years of experience in a Human Resources supervisory or management role, preferably in a unionized or financial setting.
- Experience in cash handling, member services, training, and/or HR, ideally within a Credit Union or financial services environment.
- Proven experience in developing and delivering workshops and coaching colleagues to lead training sessions.

### **Company Overview:**

At VantageOne, we are neighbors helping neighbors. We have been helping our neighbors since 1944 when our first branch was opened in the North Okanagan. We are driven by a strong set of values that guide our actions and define our commitment to our members, clients, and employees. We are passionate about our Members and Clients, we are Action Driven to explore ways to innovation and simplify our member and client experiences, we take Ownership and Accountable for our actions and we are always striving to Be the Best. In addition, we are dedicated to promoting Diversity, Equity, Inclusion, and Reconciliation (DEIR) in all aspects of our organization.

Our mission is clear: By building strong relationships with our members/clients, we deliver member/client-focused advice and high-quality financial services, fostering growth for both our employees and the communities we serve.

### **Why Join VantageOne?**

- Be a part of a team that is passionately committed to delivering exceptional client service.
- Opportunity for growth and career development within the company.
- Engage in a collaborative, dynamic, and inclusive work environment.
- Competitive compensation and benefits package. Compensation will be aligned with the candidate's experience and skillset. Hourly wage ranges from \$29.99 to \$37.88 depending on experience. Contribute to a workplace that values and prioritizes Diversity, Equity, Inclusion, and Reconciliation.

If you are ready to embrace our values, contribute to our mission of delivering high quality services to help our communities grow, and play a role in advancing DEIR principles, we encourage you to apply for this Part Time position. Join us in our journey to excel, innovate, simplify, and foster a diverse and inclusive work environment.

**To apply, please submit your resume and cover letter to [HR@vantageone.net](mailto:HR@vantageone.net). We welcome applications from all interested; however, only those selected for an interview will be contacted.**

<b>POSITION TITLE:</b>	<b>Human Resources Coordinator - Financial Ability Liaison</b>
<b>BUSINESS:</b>	<b>VantageOne Credit Union</b>
<b>UNIT/DEPARTMENT:</b>	<b>Administration</b>
<b>LOCATION:</b>	<b>Human Resources Department</b>
<b>REPORTS TO:</b>	<b>Vice President, Human Resources</b>

**PURPOSE OF POSITION**

The Financial Ability Liaison/Human Resources Coordinator is a hybrid position which is part of the Human Resources team. It provides services in benefits administration, labour relations, and training. The position is also responsible for the development and execution of Financial Literacy within the Credit Union and the communities in which we serve.

**ROLES AND RESPONSIBILITIES**
**Benefits Administration**

- Administers and maintains confidential employee records, including disability files
- Acts a liaison with disability benefits carrier on active disability files, including disability case management, gradual return to work programs and duty to accommodate
- Maintains confidential information within the Employers Benefits site
- Gathers personal information from employees during benefits sign up
- Meets and confers with individual employees on benefits issues and concerns
- Initiates benefit insurance claims

**Labour Relations**

- Participates in joint union/management committees as required
- Provides collective agreement interpretations to employees
- Participates in research during bargaining preparations
- Participates as a member of staffing committees
- Sits as a member of the Job Evaluation Committee
- Confirms new hire and incremental compensation pay rates and benefits

**Organizational Learning, Training and Development**

- Develops and facilitates new and ongoing instructor led and digital training
- Conducts singular and group training sessions in all available formats such as classroom training, digital, seminars, workshops, one on one coaching and video conferencing
- Develops and delivers corporate training programs
- Ensures new employee orientation programs reflect current best practices and are in compliance with all current regulations, legislation and VantageOne policy and procedure
- Assesses/tests and evaluates current and new employee capabilities, providing recommendations on future training needs and/or continued employment
- Manages training tools and training resources
- Works closely with managers providing assessment of individual employee training and development needs – sets programs with manager to close all learning and development gaps identified
- Develops and delivers training programs in a seminar, workshop or one-on-one format to provide meaningful value to members by increasing their understanding of financial concepts, practices, products and solutions.
- Instructs employees how to proactively initiate conversations that will uncover opportunities to entice movement of business to VantageOne Credit Union and Subsidiaries from other Financial Institutions.

**Financial Literacy**

- Develops and delivers financial Literacy programs for VantageOne Credit Union to enhance financial knowledge of members and non-members by educating them on topics which include maximizing savings, budgeting, reducing debt, building better credit and understanding banking and consumer protection practices, financial products and services.
- Instructs members on available government programs and services available
- Educates under-banked consumers to access financial services and understand how to use
- Manage relationships and develops partnerships with community organizations, high schools, community colleges to enhance product and service delivery channels
- Creates, organizes and facilitates community events to increase awareness of VantageOne's Financial Literacy

Program.

- Assists in the implementation and fulfillment of a social media and community involvement strategy that will develop brand awareness of Financial Literacy for VantageOne Credit Union
- Delivers financially based educational programs, to enhance the wellbeing of VantageOne members, students, individuals, families, businesses and non-profit organizations throughout the Credit Union's targeted field of membership.
- Acts as VantageOne's Financial Literacy liaison with participating partners.

**VantageOne Team Member**

- Works as a team member with all VantageOne employees and members to ensure that needs are met in a timely, cost-effective process.

**Other Duties as Assigned**

**EDUCATION & EXPERIENCE**

**Education:**

- High School Diploma plus two years of formal education or equivalent including a certificate or diploma in Human Resources; Adult Education and/or Training. Willingness to pursue the attainment of CPHR professional designation.

**And**

**Job Related Experience:**

- 4–6 years of combined experience in a Human Resources supervisory or management role, preferably in a unionized or financial setting.
- Experience in cash handling, member services, training, and/or human resources, ideally within a Credit Union or financial services environment.
- Proven experience delivering workshops and coaching colleagues to lead workshops effectively.

**Or**

An equivalent combination of both education and experience acceptable to VantageOne.

**NATURE OF SUPERVISION**

<b>Immediate Supervisor</b>	<b>Vice President, Human Resources</b>
<b>Supervisor Responsibility Level</b>	<b>No Supervision</b>
<b>Positions Supervised</b>	<b>None</b>

**Learn More About**

*Life* & the *Application*  
At VantageOne Process