

## EMPLOYMENT OPPORTUNITY

### Employee Engagement Coordinator

Temporary Full Time | External  
Human Resources and Safety  
Competition No: 2025-1026



[rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca)



[www.rdn.bc.ca](http://www.rdn.bc.ca)

### SKILLS & ABILITIES

- Effective written communication abilities, specifically in preparing memorandums, presentations, policies, procedures, and formal internal communications with limited assistance.
- Demonstrated proficiency coordinating the administrative delivery of employee or corporate programs, and employee or corporate events.
- Ability to keep to defined project and task timelines through effective prioritization and time management.

### APPLICATION DETAILS

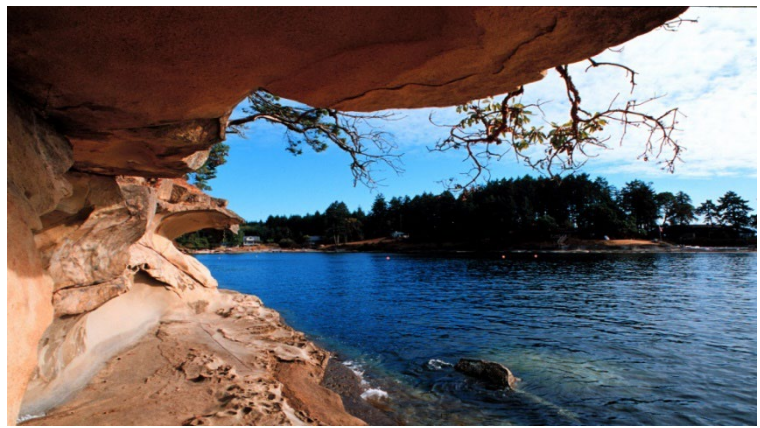
To apply for this position, send your cover letter and resume to [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca), clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1026 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:  
4:00 p.m., on February 21, 2025.**

*Date posted: February 3, 2025.*

*We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.*

*A Criminal Record Check is required as a condition of employment with the Regional District of Nanaimo.*



### ABOUT THE ROLE

The Regional District of Nanaimo is seeking a temporary full-time Employee Engagement Coordinator to join the Human Resources and Safety Team.

Reporting to the Manager, Human Resources, the Employee Engagement Coordinator will be responsible for supporting the development and implementation of strategies, policies, and programs to enhance employee experience and engagement to support the organization's success, and to contribute to the attraction and retention of top talent. The position will work closely within the Human Resources and Safety Team as well as various other teams, to coordinate delivery of employee engagement-related programs, including the employee recognition, employee development and new employee orientation programs, and create a positive work environment that fosters a culture of belonging, promotes productivity, and enhances a diverse, equitable, inclusive, and accessible workplace experience. This position will play an integral role in coordinating delivery of the Regional District of Nanaimo (RDN) People Plan, a corporate human resources plan, and the Board-adopted 2023-2026 RDN Accessibility Plan.

### EXPERIENCE & QUALIFICATIONS

Qualifications include a diploma or certificate in human resources management, organizational development, communications, business administration, office administration or a related discipline, plus three years of related administrative experience coordinating corporate programs impacting operational staff, preferably in public sector. An equivalent combination of education and experience may be considered. A valid Driver's License for the Province of British Columbia is required.

### POSITION DETAILS

This is a temporary full-time exempt position until March 31, 2026, offering 35 hours of work per week with a salary range of \$89,702 to \$99,014. This salary is based on the 2024 exempt management salary structure and does not reflect the results of the salary review that is currently underway in accordance with the exempt compensation policy. This position provides comprehensive benefits, the option to participate in the RDN's flex days program and is eligible for remote work (with in office requirements as needed).

**POSITION TITLE:** Employee Engagement Coordinator

**REPORTS TO:** Manager, Human Resources

**DIRECT REPORTS:** N/A

### POSITION SUMMARY

Reporting to the Manager, Human Resources, the Employee Engagement Coordinator will be responsible for supporting the development and implementation of strategies, policies, and programs to enhance employee experience and engagement to support the organization's success, and to contribute to the attraction and retention of top talent. The position will work closely within the Human Resources and Safety Team as well as various other teams, to coordinate delivery of employee engagement-related programs, including the employee recognition, employee development and new employee orientation programs, and create a positive work environment that fosters a culture of belonging, promotes productivity, and enhances a diverse, equitable, inclusive, and accessible workplace experience. This position will play an integral role in coordinating delivery of the Regional District of Nanaimo (RDN) People Plan, a corporate human resources plan, and the Board-adopted 2023-2026 RDN Accessibility Plan.

### MAJOR DUTIES AND RESPONSIBILITIES

- Supports the development and evaluation of human resources and employee engagement strategies under the direction of the Manager, Human Resources in alignment with the RDN People Plan and RDN Accessibility Plan as applicable.
- Assists the Manager, Human Resources to design, implement, and evaluate policies and programs that enhance employee experience and diversity, equity, inclusion, and accessibility in alignment with the RDN People Plan and RDN Accessibility Plan, including coordinating and supporting projects and project teams.
- Facilitates inclusive change management and internal communications and engagement plans through recognized consultative processes under the guidance of the Manager, Human Resources that enhances the success and acceptance of corporate organizational changes impacting employees.
- Develops and administratively coordinates the corporate orientation and onboarding for new employees, and the offboarding program for departing employees.
- Collects and analyzes employee feedback through various methods, including bi-annual employee engagement surveys, and makes recommendations to the Manager, Human Resources in response to feedback.
- Creates, implements, and/or maintains recognition programs/initiatives to celebrate employee achievements.
- Supports the Manager, Human Resources in the development, implementation, and maintenance of effective internal communication strategies, systems, and communications to foster an inclusive and transparent organizational community and timely information sharing of internal news.
- Organizes and coordinates employee events.
- Supports employee development by assisting with corporate needs assessments, identification and selection of facilitators and trainers and/or the administrative coordination of employee training and development events as directed.
- Participates on or leads staff committees as directed and facilitates development of annual work plans and budgets in alignment with the RDN People Plan and/or RDN Accessibility Plan as applicable.
- Facilitates training, consultative processes, working groups and employee-led initiatives, as well as oversees the work of staff or consultants to do the same, to support RDN People Plan and RDN Accessibility Plan objectives.
- Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment.

## REQUIRED EDUCATION AND EXPERIENCE

- Diploma or certification in human resources management, organizational development, communications, business administration, office administration or a related discipline.
- Three (3) years of related administrative experience coordinating corporate programs impacting operational staff is required, public sector experience is preferred.
- An equivalent combination of education and experience may be considered.

## Skills and Abilities

- Effective written communication abilities, specifically in preparing memorandums, presentations, policies, procedures, and formal internal communications with limited assistance.
- Demonstrated proficiency coordinating the administrative delivery of employee or corporate programs, and employee or corporate events.
- Ability to keep to defined project and task timelines through effective prioritization and time management.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and successfully influence without authority.
- A valid Driver's License for the Province of British Columbia is required.