



JOB OFFER

HUMAN RESOURCE COORDINATOR - ESSB BOARD OFFICE

100% Full-time permanent position

Posting Number: **M26-27-03**

Immediate supervisor: Director or Human Resources

	Date of Posting: July 17, 2026 Deadline application: August 17, 2026, 12:00 pm
	40, Mountsorrel New Carlisle, QC, G0C 1Z0
	Monday – Friday
	Management position Annual salary: In accordance with the rate established for Human Resource Coordinators: between \$90,073 and \$120,093 (according to relevant experience).
	Start date: August 31, 2026.

NATURE OF THE WORK

The position consists in providing advice and expertise to the administrators of the school board to promote the optimal management of human resources. The candidate plays a key role in representing the organization in all matters pertaining to labour relations and to the application and interpretation of the various collective agreements for all union accreditations. More specific responsibilities also encompass the management of all matters related to employee disability.

MISSION:

AT ESSB, WE CULTIVATE INCLUSIVE
LEARNING COMMUNITIES FROM SHORE TO
SHORE.

VISION:

OUR LEARNERS ARE EQUIPPED WITH THE
LANGUAGES AND SKILLS TO THRIVE IN OUR
MULTICULTURAL COMMUNITIES AND
BEYOND.

Why Choose Us?



- TEAM WORK
- SUPPORT
- OPPORTUNITIES FOR ADVANCEMENT



- HOLIDAYS FOR FAMILY-WORK BALANCE
- MEANINGFUL WORK THAT IMPROVES THE FUTURE OF THE REGION



- COMPETITIVE SALARY
- COMPREHENSIVE BENEFIT PACKAGE
- PENSION BENEFITS

Visit
https://www.essb.qc.ca/employment_opportunities.html
for a listing of current job opportunities

INTERESTED CANDIDATES SHOULD FORWARD THEIR CURRICULUM VITAE, TRANSCRIPTS AND DIPLOMAS, INDICATING IN SUBJECT THE POSTING NUMBER TO JOB.OPPORTUNITY@ESSB.QC.CA.

EASTERN SHORES SCHOOL BOARD IS COMMITTED TO EQUAL ACCESS TO EMPLOYMENT AND ENCOURAGES APPLICATIONS FROM WOMEN, ABORIGINAL PEOPLES, VISIBLE MINORITIES, ETHNIC MINORITIES AND PERSONS WITH DISABILITIES. ESSB WILL ONLY CONTACT THE CANDIDATES SELECTED FOR INTERVIEWS.



All positions at the coordination level entail the performance of all the duties required for the coordination, supervision, evaluation, research and development of one or more programs within an administrative unit, and in particular:

- Participate in developing the objectives, strategies and priorities and collaborate in determining the annual action plan;
- Participate in developing and updating policies, by-laws and programs and ensure that they are applied;
- Collaborate in preparing the staffing plan, and in monitoring the budget;
- Represent the school board in matters requiring specialized advice and expertise;
- Prepare and forward pertinent information throughout the organization, prepare data and statistics;
- Foster a harmonious working climate;
- Coordinate the creation, implementation and improvement of customized management tools adapted to the needs of the institutions and other administrative units, in compliance with best practices;
- Ensure proper documentation of practices and processes in place;
- Support and assist, when necessary, the administrators of the institutions and administrative units of the school board;
- Participate in analyzing and identifying professional improvement and training needs, implementing policies and evaluating training and job enrichment programs;
- Participate in the management and supervision of the human, financial, material and information resources of the sectors of activity under the responsibility of the incumbent.

CHARACTERISTIC FUNCTIONS

The position of School Principal includes, but not only, the following responsibilities:

Labour Relations

- Plan and hold labour relations committees for all union accreditations, taking into consideration sub-committees for vocational and adult education sectors, and ensure proper follow-up;
- Participation in the negotiation of local arrangements and agreements;
- Plan and hold the health and safety committee and ensure proper follow-up;
- Plan and hold other committees pertaining to the application of the collective agreements;
- Provide advice and expertise, and coordinate all activities pertaining to the application and

- interpretation of the various collective agreements and labour laws;
- Support and assist the management staff in the application of disciplinary and administrative measures;
- Analyse and resolve grievances, follow through on matters filed for arbitration or deferred to higher courts;
- Ensure compliance of management practices with the collective agreements throughout the organization and propose actions accordingly;
- Coordinate the elaboration and application of the policies and procedures pertaining to sexual and psychological harassment, and oversee the preventive and corrective measures required;
- Proceed to local negotiations and coordinate the implementation of new dispositions.

Medical Disability Dossier

- Establish processes and standards to ensure the confidential handling and compliance of all medical information;
- Evaluate the pertinence of medical expertise and ensure the consequent follow-up of the medical recommendations;
- Follow-up on long term disability cases and recommend administrative actions when required;

REQUIRED QUALIFICATIONS

We are looking for candidates with the following qualifications:

- Bachelor's degree in a relevant field of study certifying a minimum three-year (3) university program in human resources field would be an asset or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications;
- Five years (5) of relevant experience.

REQUIRED SKILLS AND COMPERENCIES

- Ability to manage from a client-centered approach;
- Influential leadership;
- Good organizational skills;
- Ability to communicate both orally and in writing; in both the English and French language
- Discretion to ensure confidentiality of files;
- Ability to manage stress.

Please be advised that ESSB will only contact candidates selected for an interview.



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REMUNERATION & BENEFITS

Salary is determined according to the *Conditions de travail du personnel d'encadrement des commissions scolaires* with the rate established for Human Resource Coordinators: Annual salary varies between \$90,073 and \$120,093, according to relevant experience.

Eastern Shores School Board offers competitive benefits, such as:

- Telemedicine;
- Employee Assistance Program;
- Support;
- Pension benefits;
- Professional development;
- Health and Safety Promotion and Prevention Programs.

DEADLINE FOR APPLICATION:

Interested candidates must submit their application, including the required documents, no later than **August 17, 2026, at 12 pm:** job.opportunity@essb.qc.ca.

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