

People & Culture Advisor

Permanent Full-time

Make a Career out of Making a Difference

At United Way of Calgary and Area, your work has the power to change lives. Every day, we bring people, organizations, and communities together to tackle our city's most pressing challenges and create lasting social change. When you join our team, you become part of a passionate group of changemakers committed to building a stronger, more connected, and more equitable Calgary. We are seeking a **People & Culture Advisor** who is ready to make an impact and help shape a better future for our community.

Reporting to the Vice President, People & Culture, the People & Culture Advisor serves as a trusted advisor to leaders and employees across the organization. This role combines strategic HR partnership with operational excellence in payroll administration, occupational health and safety, benefits, compensation, recruitment, and employee relations. If you're a collaborative HR professional who thrives in a fast-paced environment and is passionate about building strong workplace cultures, we'd love to hear from you!

What you will do

Partner with Leaders and Employees

- Provide strategic HR support and guidance across the employee lifecycle, including recruitment, onboarding, performance management, employee relations, compensation, workforce planning, engagement, and inclusion.
- Coach leaders through complex people matters while balancing organizational values and culture, policies, legislation, and risk considerations.
- Manage full-cycle recruitment, from needs assessment and sourcing to interviewing and offers.
- Create an exceptional onboarding experience that helps new employees feel welcomed, connected, and set up for success.
- Support employee leaves, accommodations, workplace investigations, and related employee relations matters.

Manage Payroll and Benefits

- Process and administer semi-monthly payroll for approximately 135 employees using ADP Workforce Now. Lead payroll year-end activities and reconciliations.
- Administer employee benefits and complete monthly reconciliations and premium submissions.

Champion Health & Safety

- Lead the Occupational Health & Safety Committee and ensure legislative compliance.

Drive Continuous Improvement

- Lead annual compensation review activities and salary survey submissions.
- Leverage HR data and insights to support organizational decision-making.

- Contribute to special projects that strengthen people practices and organizational effectiveness.

What you will bring

Experience & Qualifications:

- Undergraduate degree in Human Resources, Business, or a related discipline.
- Minimum 5 years of progressive HR generalist experience across multiple HR functions.
- Minimum 3 years of payroll administration experience, including payroll year-end processing.
- Strong knowledge of Alberta employment standards and HR best practices.
- Experience with ADP Workforce Now or a similar HRIS/payroll platform.
- CPHR designation is preferred.
- Strong proficiency with Microsoft Office applications, including Copilot.

Attributes for Success:

- A collaborative team player who builds strong partnerships and works effectively across teams.
- Excellent written and verbal communication abilities.
- Ability to manage multiple priorities and deadlines in a dynamic environment.
- Sound judgment, discretion, and integrity when handling confidential information.
- Strong analytical, problem-solving, and business acumen skills.
- Exceptional attention to detail and commitment to accuracy.
- Adaptable, collaborative, and committed to continuous learning.

Why Join United Way?

When you join United Way of Calgary and Area, you're joining a team that believes meaningful work and a positive employee experience go hand in hand. In addition to helping create lasting social change in our community, we offer:

- Competitive compensation
- Comprehensive benefits and time-off program
- Hybrid work environment
- Professional development opportunities
- A collaborative, inclusive, and purpose-driven culture

Our team values the flexibility that hybrid work offers, while also recognizing the importance of in-person collaboration. Our office is located in Calgary and our team works in the office on Tuesday, Wednesday and Thursday. Our hybrid approach strengthens our culture of collaboration, innovation and learning while being flexible where possible.



Our Commitment to an Inclusive Culture

We are committed to creating an inclusive culture where everyone feels valued and respected, and that reflects the diverse community we serve. We welcome applications from all qualified candidates and encourage candidates with diverse backgrounds, experiences, and abilities to apply. Accommodations are available throughout the recruitment process upon request.

To Apply

If you are inspired by helping people thrive while contributing to meaningful community impact, we'd love to hear from you.

Please submit your resume and cover letter, including salary expectations, to hr@calgaryunitedway.org by 4 pm on September 7, 2026.

Subject Line: People & Culture Advisor - Your Name.

To learn more about the United Way of Calgary and the Area, please visit our website at www.calgaryunitedway.org.

We thank all applicants for their interest and effort in applying for this position, however, only those being considered will be contacted.