



Position: Human Resources Coordinator (REMOTE)

About Us:

PowerUp Leadership is a privately held Corporation that has grown quickly since its inception in 2018. Our belief is that the right talent results in business success. Power HR's value proposition is to show organizations how to create a culture of **Inspired Leadership** that focuses on coaching and retaining talent. Our core services include:

- Leadership Coaching
- Talent Assessments
- Career Transition
- Succession Planning
- HR Professional Support

For more information about us, visit www.powerupleadership.ca

Location: Work from Home

Status: Co-op

Length of work term: 16 weeks, Winter 2025 semester

Hours of work term: 35 hours per week around the core hours of 9am to 4pm AST

[We are accepting applications from any geographical location as this is a work-from-home opportunity.](#)

This position is funded by the Government of Canada's Student Work Placement Program (SWPP). The program provides funding to hire students for the purposes of experiential learning and is administered by Employment and Social Development Canada through partner organizations.

Position Summary:

The Human Resources Coordinator will be responsible for providing both external client-facing support and internal administration for PowerUp Leadership. The successful candidate will be highly motivated, passionate about talent, knowledgeable about human resources, and can produce results in a timely and independent manner.

Core Activities

External (Client Services)

- Support the overall client-facing service delivery;
- Design training content and slides for client deliverables and speaking engagements;
- Execute report writing and design HR programs for client deliverables using firm's methods, materials, and association resources;
- Analyze clients existing HR practices and make recommendations for improvement;
- Analyze data and participant responses from interviews, surveys and focus groups;
- Research and stay current on human resources best practices, legislation, and trends;
- Other duties as assigned.

Internal (Administration)

- Evaluate effectiveness of the current social media plan and update social media with content;
- Attend networking events and sales calls as part of business development efforts;
- Draft monthly newsletter content revolving around current HR and leadership trends;
- Write blogs and HR articles for publication, monitor media outlets for opportunity;
- Draft proposals and quotes in response to estimates requested and RFPs;
- Respond to customer queries and requests for information;
- Other duties as assigned.

Qualifications:

- Third- or fourth-year student in Business, Human Resources, or related field

Required competencies:

- Strong relationship builder;
- Excellent written and verbal communication skills;
- High energy and results orientation;
- High attention to detail; and strong analytical skills;
- Excellent ethics; to maintain client confidentiality;
- Self-driven, ability to work well independently;
- Thrive in fast-paced work environment with multiple client demands and coinciding deadlines;
- High proficiency with Microsoft Word, Excel, PowerPoint

Work Term Outcomes

- Gain experience in the Human Resource field and learn the common processes and best practices of executive coaching
- Experience the full life cycle of a project from idea through inception by taking the lead on projects
- Work with organizations from a wide variety of industries to add value to their company through HR services and practices
- Develop knowledge of the human resources field through executing human resource tasks and practices i.e. Reference Checks

Our Values

- Inspired Leadership
- Truth
- Community Prosperity
- Respect
- Professionalism
- Fun

Is funding for this position secured?

Position dependent on funding to be secured

How to Apply

Send a resume and cover letter to: recruitment@powerupleadership.ca by October 31, 2025.

Please include "HR Coordinator" in the subject line of your email.