

JOB POSTING #2026-94-03

INTERNAL/EXTERNAL

People and Culture

People and Culture Generalist

Wage: \$27.50 to \$31.00 per hour

Full Time: 35 hours per week, Monday to Friday

Provide Varied Support to the People and Culture Team

Join the team at Archway

Come Help Us Help People

Location: Abbotsford

Hybrid

Job Summary:

The People & Culture Generalist is a key member of the People & Culture team, supporting the delivery of people programs and services across the employee lifecycle. This role partners with leaders and employees to support talent acquisition, recruitment, onboarding, employee relations, disability management, volunteer administration, learning and development, and People & Culture operations.

The People & Culture Generalist is responsible for coordinating and delivering recruitment and onboarding processes, facilitating employee orientation, conducting exit interviews, supporting employee wellness and disability management programs, and contributing to People & Culture initiatives that enhance employee engagement, retention, and organizational effectiveness. The role supports the development, implementation, and continuous improvement of People & Culture policies, programs, processes, and projects, while ensuring compliance with applicable legislation and organizational standards.

As a collaborative member of the People & Culture team, the People & Culture Generalist also provides cross-functional support and serves as a backup to other People & Culture roles as required, ensuring continuity of service and the effective delivery of departmental responsibilities.

This position requires exceptional relationship-building, communication, organizational, and problem-solving skills, along with a high degree of professionalism, discretion, confidentiality, and attention to detail.

Your Role:

Archway's People and Culture Generalist with People and Culture contributes by:

- Conducting full-cycle recruitment activities, including job posting development, candidate sourcing, screening, interviewing, reference checking, and letter of offer preparation.
- Partnering with managers and supervisors to support recruitment and selection processes, providing guidance on hiring practices, interview techniques, and candidate evaluation.
- Participating in recruitment, career, and community outreach events to promote the organization as an employer of choice and attract qualified candidates.

- Coordinating and facilitating employee onboarding activities, ensuring new hires receive a positive and consistent introduction to the organization.
- Preparing employment-related documentation, including offer letters, employment agreements, status change letters, and onboarding materials.
- Leading and overseeing employee onboarding and orientation programs, ensuring a consistent, compliant, and positive employee experience that supports engagement, retention, and organizational success.
- Providing day-to-day People & Culture support and guidance to managers and employees regarding policies, procedures, employee relations matters, and employment practices.
- Supporting disability management, accommodation, return-to-work, and workplace wellness programs, ensuring compliance with legislative requirements and organizational practices.

This position is a great fit for someone who has exceptional attention to detail and organizational skills with an interest in learning different areas of Human Resources within a dynamic and complex agency.

Our Offer

- Wage: \$27.50 to \$31.00 per hour.
- A full-time position at 35 hours per week, availability Mondays to Fridays, from 8:30 AM to 4:00 PM.
- Benefits include:
 - Three weeks pro-rated vacation in your first year; four weeks in your second year.
 - Three pro-rated wellness days per year.
 - Pro-rated sick leave days per year.
 - Opportunity to exchange a statutory holiday for a cultural day celebration.
 - A great benefits plan including extended health and dental; you choose your plan.
 - A pension plan; Archway meets your contribution.
 - Employee and Family Assistance Program.
 - Access to online wellness resources including newsletters, physical health videos, and wellness events.
 - Free use of Archway's wellness equipment.
 - Great in-house training opportunities.
 - Rewarding work in a positive and supportive environment.
 - Work/Life balance.

Getting an Interview – you will be considered if you have:

- Diploma or Bachelor's Degree with a focus on Human Resources, psychology, communication or a related field, or a combination of relevant education, training and experience.
- CPHR Candidate or Designation is preferred.
- Experience administering recruitment and selection processes.
- Experience building and implementing human resources processes and tools.
- Generalist experience in Human Resources in preferred.
- Experience in disability management, occupational health and safety and rehabilitation is preferred.

- Experience in coordinating training, is an asset.

The Job Requires you to have:

- Strong written, verbal and active listening skills; ability to communicate effectively and respectfully with a variety of people.
- Strong organizational and time management skills with the ability to manage competing priorities and distractions and effectively switch tasks.
- Exceptional attention to detail, with a high degree of accuracy.
- Strong relationship building skills; ability to build effective and respectful working relationships with co-workers, managers, supervisors, and staff.
- Strong research and analysis skills.
- Strong problem solving and critical thinking skills.
- Well-developed computer skills; ability to use Office 365 and virtual meeting platforms.
- The ability to work in a shared office space.
- The ability to work as part of a team.
- The ability to use a personal vehicle for program-related driving.
- A valid BC Driver's License and satisfactory driver's record.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is July 12, 2026.

TO APPLY

Interested applicants are to reference **Posting #2026-94-03 in the subject line.**

Please submit your resume to:

Reference Subject: Job Posting #2026-94-03

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.

We're proud to share that Archway was recently recognized for having a 5-Star Safety Culture!

Every year, Canadian Occupational Safety (COS) recognizes organizations across Canada that exemplify excellence in fostering robust workplace safety cultures. Winners demonstrate a commitment to proactive risk management, comprehensive training, and employee engagement.

This award reflects our ongoing commitment to creating a workplace environment where employees feel safe, seen, and supported.

If you're interested in working for an organization where safety is a priority, come work with us at Archway.