



Municipal Assessment Agency  
St. John's | Gander | Corner Brook |  
Phone: 1-877-777-2807  
[www.maa.ca](http://www.maa.ca)

## **Coordinator, Human Resources & Corporate Programs**

Internal Opportunity / Temporary

We provide municipalities with real property values in accordance with the terms and conditions of the province's *Assessment Act, 2006*. We are responsible for providing a fair and effective property assessment service to over 233 municipalities within Newfoundland & Labrador.

**Location:** St. John's

### **Why join the Municipal Assessment Agency?**

We provide great rewards including comprehensive health benefits, flexible working arrangements, leave benefits, a continuous learning environment, challenging work and an employee & family assistance program.

### **The Role:**

Reporting to the Manager of Human Resources, the Coordinator Human Resources & Corporate Programs supports all human resources and corporate services programs and initiatives. In addition, the position prepares all Access to Information and Protection of Privacy Act (ATIPPA) request responses on behalf of the MAA.

### **Key Responsibilities:**

- Analyse current business processes and workflows and make recommendations for improvement
- Document information by using process maps and business process techniques
- Act as an advisor to management on process improvement
- Ensure standardization of all forms, training aids, tracking and approval systems
- Coordinate all ATIPPA requests on behalf of the Municipal Assessment Agency
- Develop and coordinate training relating to Information Access & Protection of Privacy
- Work with managers and employees to identify training and development needs

- Coordinate training and events including maintaining vendor and consultant relations
- Conduct research on HR topics and present reports
- Participate in the development and implementation of a corporate social responsibility program
- Support all human resources and corporate programs as required.

**Screening Criteria:**

- An undergraduate degree in business or related area (equivalencies may be considered)
- Experience in human resources management
- Experience with business process reviews
- Experience and training in access to information and privacy protection practices

**Assessment Criteria:**

- Knowledge of human resource management practices
- Knowledge of business processing mapping tools and techniques
- Knowledge of access to information and protection of privacy practices
- Proficiency with information management programs
- Ability to communicate effectively
- Organizational skills
- Analytical skills
- Presentation skills
- Interpersonal skills

**Salary:** CG-29 (\$50,250 - \$55,819) as per NAPE Collective Agreement and based on thirty-five (35) hours per week

**Closing Date:** July 31, 2025

**Applications, quoting reference MAA.CHR.10.2025, should be submitted to [careers@maa.ca](mailto:careers@maa.ca).**