



**Human Resources Manager– 35 hours per week term position from January 2022-March 2023  
[During the COVID pandemic, this will be a blended position including regular on-site work but also some work from home options]**

Kiwassa grows a welcoming and inclusive community in the vibrant Hastings-Sunrise and Grandview-Woodlands neighbourhoods of East Vancouver, located on the traditional, unceded and occupied territories of the Skwxwú7mesh (Squamish), Səlílwətaʔ/Selilwitulh (Tseil-Waututh), and xʷməθkʷəy̓əm (Musqueam) Nations. A multi-service community agency working in East Vancouver, Kiwassa Neighbourhood House seeks an experienced professional for an exciting leadership opportunity to develop and implement people-focused solutions and to provide advisory Human Resources services to Kiwassa employees.

Reporting to the Executive Director, the Human Resources (HR) Manager supports Kiwassa's vision to grow a welcoming and inclusive community through partnering with organizational leaders to strengthen Human Resources processes. This role is responsible for supporting recruitment needs for the organization, developing and managing onboarding, performance review processes, and employee engagement processes. The Human Resources Manager is a member of the leadership team and collaborates with others to build strategies and plans to create solutions and respond to needs.

As the ideal candidate, you must have a strong focus on building strong, inclusive teams to support Kiwassa in its journey to help develop more socially just, inclusive, and resilient communities. You have a reputation as a thoughtful, collaborative leader who is fair, communicates clearly and honestly, and engages people in planning and decision-making processes. You bring an understanding, and willingness to learn about intersectional and equity frameworks, and are committed to engage in learning, unlearning and dialogue to better reflect these frameworks in our organizational systems.

If you have a degree in a related discipline and 5 years of HR experience in a variety of specialty areas and a desire to contribute to a community with strong analytical, organizational, and interpersonal skills, consider Kiwassa Neighbourhood House.

**Key Responsibilities:**

**HR Strategy and Planning**

- Works closely with the leadership team to develop a comprehensive onboarding program for new employees
- Builds and implements an annual HR plan, metrics, and budget
- Leads and participates in projects

**Recruitment and Onboarding**

- Works with organizational leaders to create job descriptions and job postings
- Hands-on management of all aspects of recruitment
- Onboards new employees, establishing probationary expectations and training

**Performance Management**

- Implements and manages organization-wide performance management processes
- Works with leadership to set expectations and improvement plans

**Capacity Building and Development**

- Builds an organization-wide workforce plan to identify key positions and capacity risks
- Supports the organization in setting and managing a training and development budget
- Identifies and implements organization-wide training needs analysis and plan

**Retention, Communication and Employee Engagement**

- Works with the leadership team to identify trends in turnover and looks for solutions
- Implements retention and engagement activities and social events
- Implements employee communication plans and processes

**Culture and Values**

- Works with the leadership team to identify key components of organizational culture
- Builds processes to support leading and living organizational values

**Administration**

- Updates and maintains employee policies and procedures
- Works in collaboration with the finance team to collect and analyze statistics on absenteeism, vacation and to oversee benefits administration
- Maintains secure and confidential HR files, systems, and electronic records
- Provides reporting as required

**Remuneration:**

This is a full-time term position with a salary range of 60,000-67,000 per year and an outstanding benefits package. Interested applicants are requested to submit a cover letter and resume to [careers@kiwassa.ca](mailto:careers@kiwassa.ca) on or before December 6, 2021.

We believe diversity drives collaboration, innovation, and better solutions. We celebrate cultural diversity and multiple approaches and points of view and are actively working to ensure our team reflects the communities we serve. We thank all applicants for their interest. However, only short-listed applicants will be contacted.