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| POSITION: Human Resource/Office Manager | POSITION STATUS: Vacancy - Permanent Full Time |
| DEPARTMENT: W5 General | HOURS OF WORK: 37.5 hours per week |
| ANNUAL RATE OF PAY: \$70,883 to \$71,428 | # OF POSITIONS: 1 |
| UNION: Non-Unionized | POSTING PERIOD: 2025-05-22 to 2025-06-22 |

Scope: The role of a Human Resource/Office Manager is to oversee daily office operations, manage HR functions, and ensure a productive and positive work environment. The ideal candidate will be responsible for handling employee relations, recruitment, administrative tasks, and office coordination to support the organization's objectives.

Responsibilities:

Human resource Functions

- Develop and implement HR policies and procedures in compliance with legal requirements, labor laws and organizational policies.
- Manage the full recruitment cycle: posting job openings, screening candidates, conducting interviews, and onboarding new employees.
- Maintain employee records and ensure confidentiality of sensitive information.
- Administer employee benefits programs and assist with payroll processing.
- Handle employee relations, conflict resolution, and performance management processes.
- Organize training sessions, workshops, and professional development initiatives.

Program Planning

- Develop new initiatives, long-term goals and objectives to achieve the successful outcome of the programs.
- Develop a program evaluation framework to assess the strengths of the programs and to identify areas for improvement.
- Develop funding proposals for the programs to ensure the continuous delivery of services.

Program Organization

- Ensure that program activities operate within the policies and procedures of the organization.
- Ensure that program activities comply with all relevant legislation and professional standards.
- Develop forms and records to document program activities.
- Raise awareness of the programs in the community.
- Develop and maintain a network of contacts in the community.

Program Leadership

- Ensure all staff members receive orientation and appropriate training in accordance with organizational standards.
- Supervise program staff by providing direction, input and feedback.

- Communicate with clients and other stakeholders to gain community support for the program and to solicit input to improve the program.
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency.
- Represent clients, staff, and the organization on local committees when necessary.
- Create a positive team atmosphere and motivate staff effectively.

Program Reporting and Monitoring

- Write reports on the program for management and for funders.
- Communicate with funders as outlined in funding agreements.
- Ensure that the program operates within the approved budget.
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks.

Qualifications:

- Demonstrates efficiency and a strong commitment to meeting tight deadlines.
- Ability to work independently and collaboratively within a team environment.
- Skilled in conducting presentations, leading workshops, and facilitating meetings.
- Adaptable to ongoing changes and proficient with new technologies.
- Experienced in working with various databases, data collection, and analysis.
- Exhibits professionalism, reliability, and dedication to delivering high-quality work.
- Proficient in gathering, analyzing, and synthesizing information from multiple sources to support decision-making and problem-solving.
- Competent in using Microsoft Office Suite and online platforms such as Zoom and OneDrive.
- Excellent oral and written communication skills.
- Strong organizational and problem-solving abilities.
- Capable of fostering collaboration and developing meaningful partnerships.

Education & Experience:

- HR certificate or diploma, along with post-secondary education, and a minimum of 3 years of professional HR experience.
- Strong knowledge of HR policies, labor laws, ESA, OHRC, OHS and administrative procedures.
- Experience in proposal writing is an asset.
- Awards and distinctions are an asset.
- Experience working with diverse populations including but not limited to newcomers, language minorities, racial minorities, marginalized communities, 2SLGBTQI+, disabled and those without status.
- Police clearance.

How to apply: Visit our website to submit your application: <https://www.w5w5.org/join-our-team/>

Deadline: The deadline to apply is June 22, 2025

W5 welcomes diversity in the workplace and encourages applications from all qualified individuals, including 2SLGBTQI+, Visible Minorities, Indigenous People, and persons with disabilities.

Accommodations will be provided throughout the hiring process upon request.

Thank you to all applicants for your interest in the position. However, only candidates selected for an interview will be contacted.