

Internal/External Posting

People & Culture Manager – 35 hours per week regular full-time position. This is a hybrid position, including regular on-site work and some work from home options. This is an excluded (management) position.

[Kiwassa](#) Neighbourhood House grows a welcoming and inclusive community in the vibrant Hastings-Sunrise and Grandview-Woodland neighbourhoods of East [Vancouver](#), located on the traditional, unceded and occupied territories of the Skwxwú7mesh ([Squamish](#)), Səlílwətaʔ/Selilwitulh ([Tsleil-Waututh](#)), and xʷməθkwəyəm ([Musqueam](#)) Nations.

We are seeking a Human Resources and Labour Relations professional with a social justice lens who can help us to strengthen and grow the collaborative and inclusive work culture at Kiwassa. As a recently and partially unionized workplace, there is an opportunity to help build a strong foundation of processes and systems that will support the resiliency and well-being of our staff. This will include the areas of recruitment, coaching, employee engagement, labour relations, and performance management. As a member of the leadership team, you will help build strong relationships between Kiwassa staff and provide strategic support and guidance to Directors. Reporting to the Executive Director, this brand-new role is a fantastic opportunity for a skilled generalist who shares our values and is passionate about community-building.

Some of your key responsibilities include:

- Providing coaching to managers on the recruitment process, evaluating the effectiveness of selected strategies, participating on the interview panels, and managing job offers.
- Conducting classification and salary progression reviews
- Advising managers regarding HR policies, government legislation, collective agreement and other legal obligations
- Collaborating with the leadership team in the development of human resource policies and procedures and new legislative requirements
- Championing changes and process improvement within the HR function
- Providing guidance to managers on performance management of employees, such as developing performance plans, identifying training opportunities, coaching and supporting managers on corrective measures and disciplinary matters and supporting investigations involving a wide range of human resources matters
- Collaborating with the ED and leadership team on organizational initiatives
- Liaising with the union and the Employers' Association on labour relations concerns and facilitates the management and investigation of union grievances through the appropriate processes up to and including step 3
- Being a member of Kiwassa's Joint Labour Management and Health & Safety Committees
- Performing other job-related duties.

You are an experienced HR professional who is adept at building and maintaining positive relationships with internal and external stakeholders, you have a passion and expertise in a variety of HR/LR



disciplines, and can contribute to the strategic value of the organization. You have a degree in Human Resources, Industrial Relations, Business, or a related discipline, plus a minimum of three years of HR work experience, or an equivalent combination of education and experience. You have excellent verbal and written communication skills, good judgment and strong analytical skills. You also have a commitment to continuous learning, an intellectual curiosity, and are comfortable making formal presentations. This is a fantastic opportunity for someone who wants to build a program from ground up.

What we offer:

- Four weeks' vacation (plus the annual winter closure) to start
- A 100% employer paid benefit package (dental and medical benefits)
- LTD coverage
- A flexible, 35 hours/week job with the opportunity for a hybrid work environment

Salary: \$68,000 - \$78,000

We strongly encourage applications from and prioritize from diverse backgrounds and experiences, including folks with disabilities, Indigenous people, racialized people and 2SLGBTQIA+ folks. We encourage, though don't require, folks of these identities to indicate this on their cover letter.

Closing Date: September 29, 2023 – applications will be reviewed as received.

To apply, please send a cover letter and resume to: execdirector@kiwassa.ca