

Job Title	National Director, Human Resources
HR Job Code	Admin-NDHR-Sept2020
Function	Administration
Background Required	Criminal Record; Non-Disclosure Agreement
Location	No restriction within Canada
Typically reports to	Executive Director

<p>Position Summary (Purpose): Supports survivors of abuse by providing leadership and accountability for all Human Resources matters at Shelter Movers</p> <p>Essential Elements</p> <p>An HR Generalist is sought to provide strategic direction and day to day management of three sub functions within Shelter Movers: Employee Services, Volunteer Services and Training & Education. Specifically, the successful candidate:</p> <ol style="list-style-type: none"> 1. Develops organizational strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives. <ul style="list-style-type: none"> ● Implements human resources strategies by establishing accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, health and safety compliance, and labor relations. ● Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change. ● Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances. ● Accomplishes special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction. ● Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications. ● Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values. ● Complies with federal, provincial, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions. ● Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. ● Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Skills, Experience and Education

- Demonstrated success in an organizational leadership role, preferably in the nonprofit sector.
- Proven record executing fundraising campaigns and events.
- Experience in strategic planning, budget development.
- Collaborative management style to build trust and inspire others to achieve common goals.
- Experience working with volunteers and volunteer management approaches.
- French - English university level verbal is an asset
- Deep knowledge and experience in Shelter Movers' culture, key messages, tone and verbiage
- Strong analytical, problem-solving skills with the ability to manage multiple projects concurrently under tight timelines.
- Experience managing large teams (+20 paid and unpaid staff)
- Excellent judgement in setting priorities, problem and solution identification
- Able to engage in organizational- and system-level strategic visioning and planning
- Acts ethically and strives for integrity and excellence in all areas of responsibility
- Moderate financial literacy (ability to understand a financial statement)
- Advanced communication / negotiation skills
- Advanced writing skills (grant applications, letters of recommendation)
- Demonstrated history of compassionate leadership, particularly in the nonprofit volunteer sector
- Advanced understanding and interest in gender studies, including anti-racist, anti-oppressive frameworks and intersectionality of challenges faced by women and particularly survivors of abuse.

Other Requirements

- Must complete and pass a criminal background check
- Must attend a Shelter Movers orientation session
- Must be approved for position by Executive Director
- Shelter Movers is an equal opportunity employer. Racialized women, women who identify as LGBTQ+, and women living with a disability are particularly encouraged to apply for this position.

Shelter Movers' hiring philosophy

Shelter Movers practices equity hiring and believes that people on the margins are often better positioned to understand and address how systems of oppression and privilege work and are maintained.

Lived experience is highly valuable to understanding Shelter Movers' work and mission. We welcome and encourage people from marginalized communities and intersecting identities to apply for this position. This includes Indigenous and Two-Spirit people, Black people, racialized / people of colour, poor and working class people, people receiving social assistance, Muslims, Jewish people of colour, women, femmes, gay, lesbian, bisexual, asexual, and queer people, transgender, transsexual, intersex, genderqueer, non-binary, and non-conforming people, current and/or former sex workers, single parents, members of ethnic minorities, immigrants, disabled/mad identified people, and people from non-academic backgrounds.

We encourage applicants to describe the contributions and experiences they would bring to Shelter Movers in their application and to self identify if they feel comfortable to do so. Shelter Movers commits to maintaining the privacy of those who self identify and will ensure that all information is kept confidential.

Estimated Time Requirements and Remuneration

- 12 month contract position, renewable (3 month probationary period)
- Full time position; 35 hours per week, including daytime and some evening meetings
- 4 weeks vacation
- Travel to established chapters expected (pending public health restrictions)
- No health benefits or pension are provided
- Competitive compensation is provided according to skills and experience (Between \$68,000 - \$75,000)

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Revision Number	2.0
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