



A proud member agency of Big Brothers Big Sisters Canada

Director of Human Resources and Operations Maternity Leave - Job Posting

Mission, Vision and Core Values

Our **Mission** is to enable life-changing mentoring relationships to ignite the power and potential of young people.

Our **Vision** is that all young people realized their full potential.

Our **Core Values** are:

- We Champion Potential
- Every Connection Counts
- Showing Up Matters

Big Sisters of BC Lower Mainland (www.bigsisters.bc.ca) is a non-profit society and proud member agency of Big Brothers Big Sisters of Canada Federation (BBBSC). We are committed to enhancing the confidence, self-esteem and well-being of: female, female-identifying, non-binary, gender fluid, transgender, and two-spirited youth. Big Sisters of BC Lower Mainland is a leader in mentoring youth and providing ongoing support through a variety of engaging programs. Our organization is committed to diversity and inclusion and we encourage applications from those who identify as Indigenous, a person of colour, LGBTQ2+, a person with a disability or other community that experiences additional barriers. Join us and make a positive difference in the lives of others in the community.

Why it's great to work with us:

Big Sisters is a friendly, inclusive and committed team. For this maternity leave full-time contract position we're offering fifteen vacation days as well as fifteen wellbeing days. We our employees provide a generous health care and extended benefits package, including prescription drugs and dental plan. We also provide our employees with a professional development allocation and various learning opportunities. Ignite your full potential with Big Sisters!

Is this you?

You are a welcoming and approachable person who maintains human resource protocols and processes while understanding and reflecting our values and culture. As a member of the Senior Leadership Team (SLT), you understand the importance of providing leadership not only to your team, the Senior Leadership Team but to the agency as a whole. You strive to optimize efficiencies in processes while minimizing risks to assist with achieving the agencies long and short-term goals. You strive to create and maintain talent management framework by collecting, analyzing and reporting on human resource data. You display compassion and curiosity recognize facilitating timely and crucial conversations. You value the importance of employees and the physical day to day operations of the office and office environment to ensure technology, tools and equipment is available to enable best work for our stakeholders.

What you will be doing:

HUMAN RESOURCE (HR) MANAGEMENT

- Ensuring HR protocols and procedures reflect employment legislations, JEDI (justice, equity, diversity and inclusions commitments)
- Acts as an advisor on HR matters relating to employment standards
- Ensuring information relating to HR management is appropriately available, and any changes in practices are communicated and implemented effectively

- Collaborating to implement and refine the talent management framework aligns with HR protocols and procedures, which includes;
- Workforce planning, identifying capabilities and competencies, acquiring and accelerating talent, engaging and retaining talent, developing talent, growing and promoting talent

OPERATIONS MANAGEMENT

- Selecting and oversee management of agency hardware, software, warranties and licenses to enhance efficiencies and effectiveness, while ensuring fiscal responsibility
- Managing workspaces and office common areas
- Managing relationships with building management and building strata councils, in addition to contracts external vendors for cleaning, maintenance etc.
- Working with accountant on key financial matters such as bi-weekly payroll, payment of invoices, managing insurance policies, etc.

What you bring:

- Post-Secondary education; CPHR designation and/or training would be ideal
- Five (5) or more years of relevant, human resources and operations experience implementing and managing organization wide initiatives
- Five (5) or more years of experience of leading a team and managing a department
- Five (5) or more years of relevant experience implementing and managing strategic initiatives and budget
- Experience managing and troubleshooting technology networks, software, databases, hardware, and devices
- Experience in not-for-profit senior leadership would be ideal
- An equivalent combination of education, training, and experience will be considered
- Ability to effectively prioritize and manage multiple competing tasks, at times under pressure
- Recognizes what needs to be done and follows through, even when no precedent exists
- Engages others, builds relationships, and positively influences individuals both internal and external

What we offer:

- An opportunity to do meaningful work and make a positive impact in the community
- A supportive, positive and engaging work environment
- A commitment to work/life balance for employees
- An annual salary in the range of \$75,000-\$80,000 plus a comprehensive benefits package
- 15 vacation days within the first year of employment
- Commitment to training and development to support employee growth through our Pro-D benefit

This Position:

This is a one-year (13-month) maternity leave contract, full-time 5-days per week position based out of our Vancouver office. Daytime travel and some evening and weekend work will be required. For this position the candidate must be fully vaccinated. Accommodations will be considered upon request.

If this position sounds like you, please let us know why by submitting your resume and cover letter to jobs@bigsisters.bc.ca

Please use the Subject Line: Director of HR and Operations

Applications will be reviewed as they are received so we encourage candidates to apply as soon as possible.

If your background and qualifications match the position requirements, we will contact you.