TENTH CHURCH

HR Manager

Primary Job Responsibilities: The HR Manager supports the Mission, Vision, and Values of Tenth Church by providing HR expertise and championing and implementing human resource initiatives, best practices, and programs for the staff of Tenth Church.

Hours/Status: Contract (Maternity Leave) 14 months, 32 hours/week

Working Relationships: Reports to the Executive Director, is a member of the Operations team and works closely with the Site Pastors and Ministry Leads that make up the Leadership Team.

Responsibilities:

- Support the Executive Director & Leadership Team by providing HR expertise and recommendations as well as providing support around HR discussions.
- Act as the "one-stop-shop" for everything related to human resources
    - strategy & culture – including metrics/key indicators
    - recruitment, onboarding & retention
    - training & development
    - compensation & benefits
    - performance management
    - employee relations – including change management and conflict resolution
    - organizational structure
    - policies and procedures
- Provide complete oversite of human resource administration such as: employment agreements, benefits, addendums to employment, letters of employment, vacation & sick time tracking and all other necessary HR documents.
- Champion Staff Fun Days, Annual Staff Retreat, and other special events.
- Ensure Tenth remains in compliance with legislated requirements and regulations as it pertains to Human Resources, for example, Human Rights Code and the Employment Standards Act by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Required Skills and Experience:

- 3+ Years of experience in Human Resources, preferably in a not-for-profit setting
- Bachelor's degree required (preferably in Human Resources, or a similar degree)
- CHRP designation an asset
- Spiritual maturity and evidence of having engaged in ongoing, personal spiritual formation.
- The ability to offer pastoral care to staff experiencing a variety of concerns.
- Must possess excellent written and verbal communication skills.
- Well organized with proven administrative abilities.
- The ability to engage in effective conflict resolution.
- Proven record of working collaboratively with others and developing effective teams.
- Must possess the ability to work with, and keep confidential information, confidential.

- Passion and ability to work in a multi-cultural, multi-site, urban environment.