

People and Culture Generalist, Northern Region

John Howard Society (JHS) Pacific is a dynamic non-profit organization that provides innovative programming in the social services sector. We strive to create safe, healthy, and inclusive communities for all.

ROLE PURPOSE

The People and Culture Generalist will ensure all aspects of the region in which they support within John Howard Society Pacific's recruitment needs are met, and our managers and staff are supported in a way that keeps our retention at a high level. This position will oversee an assigned region's onboarding, performance management, and training processes.

HOURS (Multiple Positions Available)

Monday to Friday, 0900-1700, 40 hours per week (Full Time)

This position requires the ability to work flexible hours based on operational needs

LOCATIONS

Prince George, BC

Whitehorse, YT

KEY ACCOUNTABILITIES

- Engages in proactive strategies to assist Recruitment needs and to ensure strategic positions are being filled
- Oversees and supports hiring managers throughout the recruitment process from recruitment strategy to execution
- Conducts investigation meetings and employee relations discussions
- Supports our key HR processes such as onboarding/offboarding, training and development, and performance management
- Provides mentorship to staff on the talent team in relation to best practices and performance standards
- Prepares and conducts analysis of our recruitment needs and develop the organization's recruitment targets, strategy and plan
- Ensures compliance with legislation and contracts in relation to hiring processes and HR policies, procedures and practices
- Ensures all managers are kept aware of updates and changes related to Human Resources legislation and best practices
- Develops and coordinates the retention strategy and plan
- Develops and implements the Onboarding/Offboarding, Training and Development, and performance management annual strategy
- Researches and presents opportunities for improvement and implementation of HR best practices
- Conducts HR-related projects and special initiatives

OUR VALUES

- Inclusive ·
- Accountable ·
- Person-Centered ·
- Collaborative ·
- Determined ·

WORKING CONDITIONS

- Function independently, while remaining a crucial member of the administrative team
- Adhere to John Howard Society Pacific policies and procedures
- Be available to work flexible hours as needed. May include some evenings/weekends, as determined by the administrative office needs and schedules

QUALIFICATIONS

We are seeking a highly motivated individual with a proven ability to work within a fast-paced, growth-focused environment. The ideal candidate has:

- Degree, diploma in a relevant discipline or an equivalent combination of education, training and experience
- Three or more years of progressive work experience in Human Resources, including working in a recruitment-based environment
- CPHR designation and/or actively pursuing designation preferred
- Experience with operating within a unionized environment
- Demonstrated commitment to a high level of customer service
- Flexibility to travel throughout the Lower Mainland (from Vancouver to Abbotsford)
- High proficiency with the Microsoft Office suite
- Strong communication skills (listening, verbal and written)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to multi-task

Preference for candidates with knowledge of non-profit work environments, especially the Criminal Justice System and Developmental Disabilities.

REQUIREMENTS

- Ability to successfully complete a Vulnerable Persons Criminal Records Check
- Ability to successfully pass a reference check
- Valid Class 5 Drivers License

COMPENSATION

Annual salary will be negotiated based on experience and qualifications. This role will also be eligible for the Society's comprehensive Benefits Package.

WHAT WE OFFER?

- An inclusive and supportive work environment, along with the opportunity to work with purpose for non-profit organization
- Grow your career with employer-paid training and leadership development opportunities
- Comprehensive health benefits package, including extended health and dental and municipal pension plan

The logo for John Howard Society (JHS) is located in the bottom left corner. It consists of the letters "JHS" in a white, sans-serif font, enclosed within a white square border. The logo is set against a teal background that runs vertically down the left side of the page.

- Wellness supports, including counselling and other innovative wellness services are available to employees and their immediate families

COMMITTED LIVING WAGE EMPLOYER  **living wage**
employer

JHSP recognizes the importance of supporting our communities through the Living Wage for Families Campaign. As a Certified Living Wage Employer, we are committed to providing our employees with fair living wages.

DIVERSITY

At JHS Pacific, we value and accommodate unique differences to ensure that our staff have the opportunity and are supported to thrive. To build a strong and representative workforce, we encourage applications from all qualified applicants, including but not limited to members of communities that are disadvantaged on any grounds, including Indigenous Peoples, people of colour, people of all genders and sexualities, and people with disabilities.

HOW TO APPLY

Please submit your application with a detailed cover letter and resume with the subject line “People and Culture Generalist, Northern Region” to careers@jhspacific.ca

JHS