

Employment opportunity

Title: **People and Culture Senior Manager**
Organization: **Equitas – International Centre for Human Rights Education**
Location: Montreal, Canada and remote work

Status: Full time, 35 hours/per week

**Application
deadline:** **April 28, 2021**

Start date: May 2021

Be a part of positive social change

Imagine working for an organization whose core mission is to advance equality, social justice and respect for human dignity. Imagine your work aligning with your personal values and being a part of creating positive social change every day through transformative human rights education programs. Alongside 55 liked-minded colleagues based in Canada and partners all around the world, you could contribute to the empowerment of people to address inequalities and discrimination, and work to build more inclusive and rights-respecting communities with Equitas.

The Opportunity

Equitas is seeking a highly motivated **People and Culture Senior Manager** with a passion for human rights, equality and inclusion and experience in optimizing human resources functions. Under the responsibility of the Executive Director, the **People and Culture Senior Manager** is responsible for optimizing all human resources functions and will lead and advise on the organization's growth, strategy implementation, and cultural transformation and managing the People and Culture Team with Equitas. The **People and Culture Senior Manager** will work in the best interests of all staff, volunteers and interns in the organization to create and preserve a culture of trust, transparency, safeguarding diversity, equity, and inclusion across the organization and a culture that promotes employee engagement, resiliency, and wellness. Together with the Executive Director, they contribute to creating and maintaining a quality of work life and a stimulating climate at Equitas.

Tasks and Responsibilities

- Develop, implement, and continuously reviews a suite of HR policies that reflect the culture of Equitas and drive organizational performance and employee engagement.
- Ensure consistent compliance with labour and legal requirements by researching existing and new legislation thereafter advising the leadership team on needed action.



educate. empower. change.

- Support the organization to implement and maintain strong practices to promote diversity, equity, and inclusion in accordance with commitment to racial justice.
- Provide strategic leadership to all organizational development functions and services such as strategic recruitment and retention, workforce planning, organizational and job design.
- Work closely with the Management Team to continually implement strategies to improve team and group effectiveness. Provide leadership for changes to the organizational culture, structure, and processes.
- Provide direction in the development and implementation of proactive employee relations strategies and provides effective advice to managers at all levels in carrying out their responsibilities.
- Rethink internal communication, in collaboration with the communications team and knowledge manager to improve overall cohesion and foster common understanding about organisational culture
- Oversee the development of wellness, health and safety at work procedures and working towards their improvement as and when necessary.
- Provide direction, coaching and support for People and Culture Manager who is under his or her responsibility
- Oversee the development and implementation of a strategy that includes compensation & benefits, growth & development of all staff, performance management, the promotion of a healthy work life balance, that balances the resources of Equitas with the need to attract and retain the best talent.

About you

You're passionate about human rights and social justice. You're motivated by and have strong commitment to Equitas' mission, vision, and values. You're motivated by challenges and you're committed to fostering a work environment that is inclusive and reflective of the diversity in the Equitas community. You're flexible, creative and know how to take initiative in problem solving. You're a doer who is capable of rolling up their sleeves to execute solutions and operate a strategic human resources function. You're all about promoting a culture of trust, transparency, equity and inclusion. You have excellent inter-personal and communication skills, including mediation, and are able to work collaboratively and to cultivate and sustain strong partnerships with external stakeholders and colleagues.

What is essential for role

- Eligibility to work in Canada and be based in Montreal.
- Excellent written and oral communication skills in both of Canada's official languages (verbal and written fluency required).
- University degree in human resources management, organizational development, business administration, law, or related field.
- Minimum of five (5) years of progressive relevant experience in human resources, with a minimum two (2) years' experience as a team manager.



educate. empower. change.

- Knowledge of employee/labor relations, labor laws, legislation related to Privacy Issues, total compensation, job evaluation, health and safety and human resources information systems.
- Strong experience of developing and implementing HR policies, procedures, and projects.

What is an asset to the role

- Designation as a Certified Human Resources Professional.
- Master's degree human resources management, organizational development, business administration, law, or related field.
- Proficiency in the use of computers and other communication technology, previous experience with payroll and recruitment software.
- Skills in any languages in addition to English and French.

What we offer

- We offer the chance to be a part of and make up a diverse and engaged team who are all meaningfully contributing to positive social change in Canada and around the world in their own way.
- We value self-care, inclusion and empathy towards all team members and place a strong emphasis on work-life balance. In addition to vacation time, we offer 2 weeks off over the winter holidays.
- We're all about learning and offer all employees the opportunity to participate in Learning Committees based on their interests and participate in a workplace culture that is constantly looking for ways to improve and innovate.
- We have a centrally located office with a beautiful view of Mont-Royal (although we're currently operating remotely).
- We believe in trust and openness and offer a flexible work environment.
- We believe in creating space for everyone to lead and offer opportunities within our governance structure to allow for individuals in all roles to take on opportunities for leadership.
- We offer a comprehensive benefits package which includes a competitive salary for the NGO sector, 3 weeks paid vacation (4 weeks after 3 years), paid personal days, medical, dental and life insurance, a group RRSP and much more!

Join us!

Given the nature of our work, Equitas strongly encourages applications from any candidates who have experienced marginalization, in particular, Black, Indigenous, and People of Color, LGBTQ2I people, and people living with disabilities. Candidates who wish to do so may self-identify in their application.

At Equitas, we do not tolerate harassment, discrimination, violence, or abuse of any form. All employment offers are conditional of the signing of Equitas' Human Resources Policy, our Policy on Preventing Sexual Violence, Harassment and Discrimination and satisfactory references.



educate. empower. change.

Equitas thanks all applicants for their interest. However, only applicants selected for an interview will be contacted.

For further information about Equitas consult our website at www.equitas.org.

How to apply?

Please send 1 attachment (cover letter and C.V.) with your name and **People and Culture Senior Manager** in the subject line by **April 28, 2021** to:

Catalina Lomanto

rhequitas@equitas.org