
Position Title:	Assistant Manager, Human Resources
Department:	Administration
Reports to:	Executive Director

SUMMARY

Are you looking for an opportunity to work and grow in a mission driven organization where you will develop your skills across every facet of people and culture? Impact North Shore is a for-purpose, social impact organization and the Assistant Manager, HR plays a central role in ensuring that the organization continues to be:

- A preferred employer that attracts people who embrace our values of working together with respect and integrity, upholding a culture of care and belonging, and building trusted relationships within the communities we serve
- An engaging workplace where people can bring their full, authentic selves and know that their work is having a positive impact on the wider community
- A community leader in advancing equity, diversity, and inclusion
- A people-centered organization where all staff, volunteers, and clients are valued and included.
- A sector leader in offering a model of work that promotes work-life balance, collaboration, and innovation

The Assistant Manager, Human Resources exemplifies the organization's values through their daily work and interactions with employees at all levels of the organization. This position leads the development, implementation, and continuous improvement of a broad range of human resources functions, including recruitment, selection and onboarding, compensation and benefits administration, learning and development, employee engagement, HR information systems (HRIS), and performance management. The Assistant Manager, Human Resources ensures organizational compliance with applicable employment legislation, regulatory requirements, and professional HR standards, while promoting best practices across all areas of human resources. As a trusted advisor, the role provides guidance and support to managers, supervisors, and staff on employment standards, HR policies and procedures, employee relations, and other human resource matters, fostering a positive, inclusive, and high-performing workplace culture.

Key Responsibilities

- Develop, implement, and evaluate HR strategies, plans, and solutions that align with the organization's mission, vision, values and strategic priorities, and center equity, diversity, and inclusion
- Foster an inclusive, collaborative, and engaged workplace culture where staff are recognized, supported, and empowered to contribute to the achievement of organizational goals
- Promote and support a culture of continuous learning and professional development through organizational training, career development initiatives, and workforce planning that enable growth at individual, team, organizational, and sectoral levels
- Oversee day-to-day HR operations and serve as the primary point of contact for HR-related inquiries and support
- Develop, implement, and maintain HR policies, procedures, and systems and practices that support all stages of the employee life cycle
- Ensure legal compliance by monitoring and implementing applicable laws, standards, and requirements including, but not limited to, the BC Employment Standards Act, BC Human Rights Code, BC Personal Information Protection Act, and WorkSafeBC
- Provide guidance, training, and support to managers and supervisors in the interpretation and application of HR policies, procedures, and best practices
- Identify, assess, and mitigate HR-related risks through the development and implementation of appropriate strategies, plans, and controls
- Collect, analyze, and report on workforce data, key performance indicators, and staff feedback to identify trends, opportunities, and risks, and support informed decision-making and continuous improvement
- Collaborate with relevant stakeholders and evaluate the total staff compensation and benefits package to ensure its competitiveness to support attraction and retention of staff
- Support managers/supervisors in the effective management of leaves of absence, return-to-work plans, and workplace accommodation plans
- Ensure HR records and documentation are accurately maintained in accordance with legislative, regulatory, and organizational requirements
- Conduct workplace reviews, assessments and investigations related to HR-related matters in accordance with organizational policies and procedures
- Oversee workplace health and safety activities, including the implementation of health and safety initiatives, preparation of required reports and participation on the Joint Health & Safety Committee
- Other duties as assigned by senior leadership

Key Competencies

- **Values.** Behaves consistently with clear personal values that complement Impact North Shore's values of excellence, diversity, and respect.
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices. Builds a respectful and client-centered workplace.
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meeting changing demands of clients, funders, and other stakeholders.
- **Accountability.** Accepts and creates a culture of accountability; fosters personal growth; takes personal ownership. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement. Assesses risk and develops risk mitigation strategies.
- **Engagement.** Shows passion for the job and the mission of Impact North Shore. Engages people, organizations, and partners in developing goals, executing plans, and in delivering results.
- **Effective Communication.** Fosters open communication, listens to others, speaks effectively, and prepares written communication so that messages are clearly understood.
- **Organized & Efficient.** Plans ahead and works in a systematic and organized way. Follows directions and procedures and ensures deliverables are met on time and according to agreed standards.
- **Strategic Thinking.** Has a vision for the future, builds plans, and makes decisions to get there. Aligns program policy and delivery with the strategic directions of Impact North Shore. Champions organizational change.
- **Building the Team.** Recognizes that the leader alone cannot get the job done; coaches staff and volunteers to meet the mission of Impact North Shore. Builds successful relationships with clients, staff, volunteers, and partners.
- **Results Focused.** Action-oriented. Maximizes organizational effectiveness and sustainability. Aligns people, work, and systems to meet organizational objectives.

Qualifications

Education & Experience

- Post-secondary degree or diploma in Human Resource, Business Administration or related field
- CPHR designation (or actively working towards a CPHR designation) is a strong asset
- 4+ years of progressive HR experience, preferably in a non-profit setting

Knowledge, Skills & Abilities

- Demonstrated knowledge of HR policies and practices, employment law and standards in British Columbia.
- Demonstrated knowledge of promising and best practices that support the entire HR lifecycle.
- Demonstrated knowledge of equity, diversity, and inclusion as related as to the workplace and HR practices.
- Strong familiarity with using HR software, preferably HUMl.
- Proficient with Microsoft 365 applications, including Word, Excel, PowerPoint, Outlook and Teams, as well as Zoom.
- Ability to think critically and develop innovative solutions for current and future HR opportunities and challenges.
- Strong sense of diplomacy, confidentiality, and discretion.
- Excellent engagement, communication, conflict resolution, and relationship-building skills.
- Ability to multi-task while prioritizing among competing deadlines and projects.

Additional Information

Hours: 35 hours a week (work outside of regular hours will be required on as needed basis)

Salary Range: \$ 72,000 – \$80,000 per year based on experience

Start Date: November 2026

Work Environment: 5 days in office

Application Instructions

This position will remain posted until filled. Please apply only once for this specific opening by submitting resumes and cover letters via email to hr@impactnorthshore.ca using "Assistant Manager, HR" – in the subject line and indicate where you found this job posting in your application email.

Impact North Shore is an equal-opportunity employer. Thank you for your interest; due to the volume of applications, only short-listed applicants will be contacted