



## **MANAGER – PEOPLE, EQUITY AND CULTURE** **Permanent, Full-time**

Family Transition Place (FTP) is seeking a dynamic and dedicated Manager of People, Equity, and Culture to join our team. This position plays a pivotal role in fostering a supportive and inclusive workplace, overseeing all human resources functions, and championing our diversity, equity, inclusion and belonging strategy. As a member of the Leadership Team, you will contribute to shaping our organizational culture and values while supporting the agency's strategic goals.

### **Responsibilities will include:**

#### **Human Resource and People Development:**

- Manage the full-cycle recruitment process including developing and maintaining up to date job descriptions, posting vacancies, screening and interviewing candidates, reference checks, preparing offer letters and employment contracts.
- Manage and coordinate the 'onboarding' and 'off boarding' process including agency orientation and exit interviews
- Optimize and maximize the use of the agency's electronic HR platform.
- Maintain personnel files in compliance with relevant legislation.
- Review policies and procedures and manage internal staff communications to support equity, compassion, and performance within the organization.
- Coordinate learning and development opportunities for employees.

#### **Agency Equity and Culture:**

- Develop and lead initiatives that promote the agency's culture and values.
- Implement and support FTP's Diversity, Equity, Inclusion & Belonging Strategy.
- Collaborate with community partners to build equity-based relationships.
- Identify and address staff training needs related to diversity, equity, inclusion, and belonging.
- Coordinate internal training and ongoing education to support organizational development.
- Ensure equity-informed decision-making and uphold agency values.

#### **Leadership Team Participation:**

- Support agency and sector-based awareness initiatives.
- Represent FTP at community and sector planning tables as required.
- Ensure compliance with ministry directions and legislative standards.
- Provide support to the Executive Director and the Leadership Team.

#### **Employee Benefits and Administrative Duties:**

- Completing administrative tasks, including record-keeping, surveys, and statistics.
- Administer group benefits, RRSP plans, and WSIB claims.
- Collaborate with the Finance department to maintain payroll and benefit records.
- Oversee employee recognition and appreciation programs.

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20 Bredin Parkway, Orangeville, Ontario L9W 4Z9 tel 519-942-4122 fax 519-942-8243  
www.familytransitionplace.ca Charity BN: 107376378RR0001



**Qualifications:**

- Post-secondary education in Human Resources or a related field.
- 3-4 years of experience in a Human Resources Generalist role.
- 2-3 years of experience leading Equity, Diversity, and Inclusion initiatives.
- CHRP, CHRL, or CHRE designation.
- Strong understanding of relevant legislation (OHSA, AODA, Employment Standards Act, PIPEDA, Human Rights Code).
- Experience with HR Information Systems and compensation strategies.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work with accuracy and manage competing priorities.
- Knowledge of intersectional feminist philosophy and an anti-racism/anti-oppression lens.

**Hours of Work:**

- 35 hours per week, Monday to Friday, some evenings and weekends.

**Compensation:** \$60,725 - \$80,371 per annum

The successful candidate will join a compassionate, caring and forward-thinking family of professionals. Our steadfast feminist and family-first approach guides the work we do. We are committed to ensuring that FTP continues to boast strong staff retention and satisfaction through consistent collaboration, communication, skills and culture development opportunities throughout our organization.

Our commitment to our internal agency values of compassion, respect, inclusion, continuous learning and integrity is unwavering, and we are striving to create a culture rooted in inclusiveness. We are committed to unlearning biases and working towards undoing systemic racism and oppression towards, Black, Indigenous, People of Color, 2SLGBTQIA+ and all marginalized identities.

We are focused on innovation and enhancement of our services for our clients; we are equally focused on creating a workplace that works for our staff. We are deeply proud of the culture we have developed, and the staff who continue to help us shape it. We'd love to have you join us!

Family Transition Place is committed to equity, diversity, and inclusion in all aspects of employment. We encourage applications from all qualified individuals, including those with diverse backgrounds and those with disabilities. Accommodation is available upon request for candidates taking part in all aspects of the selection process.

Family Transition Place is dedicated to achieving a workplace that reflects the diversity of the community it serves and welcomes applications from all qualified candidates. We thank all applicants, however, only candidates selected for an interview will be contacted.

**Please forward your resume or any accommodation requests to the below address before 4:00pm 17<sup>th</sup> January 2025, Email: [astha@familytransitionplace.ca](mailto:astha@familytransitionplace.ca)**

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