

HUMAN RESOURCES MANAGER

Full Time (37.5 hours/week), Term Position

WHAT IRCOM OFFERS:

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team passionate, committed and unified in supporting the integration of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: The Human Resources Manager is:

- experienced in general Human Resources functions
- highly skilled at communicating in person, via email, phone, and with writing documents
- an accomplished and flexible multi-tasker, able to prioritize tasks amid competing demands
- an individual who excels at providing excellent service to employees, participants, and the public
- skilled in using Microsoft Office, HR and finance data management systems
- a continuous learner, committed to excellence in teamwork

POSITION PURPOSE AND SUMMARY:

Guided by the vision, mission, and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the **Human Resources Manager** is responsible for performing and assisting in a wide range of human resources functions and programs including but not limited to recruitment & orientation, staff support, salary scale administration, job evaluations, compensation and benefits administration and record keeping, organizational and staff development, maintaining employee files, HR database and filing system, assisting with all aspects of employee relations and communication and HR policy development and implementation. The Human Resources Manager shall ensure that all activities are undertaken in a manner that is consistent with, and complementary to, the mission, the values and the policies and procedures of the Immigrant and Refugee Community Organization of Manitoba (IRCOM).

The **Human Resources Manager** will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment, and they will work in a way that is people-centered, holistic and partnership based.

With the support and supervision of the Executive Director, the Human Resources Manager will fulfill the following:

DUTIES AND RESPONSIBILITIES

Human Resources Management (50%)

- Implement human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, group insurance, training and professional development, personnel files, workplace health and safety, succession planning, and employee relations and retention
- Oversee all aspects of human resources management, including but not limited to, advertising, recruitment, selection and hiring, orientation, performance management, mentorship, progressive discipline and termination
- Perform candidate screening functions and assist other Leadership team members throughout the selection process by pre-screening resumes, coordinating interviews, preparing Letters of Offer, performing reference checks
- Participate in key organizational decisions as a member of the management team, providing input on those with significant human resource implications
- Maintain in-depth relations with and provide assistance to all staff, including designing and delivering training related to work place culture, understanding policies, professional development, etc.
- Research and recommend improvements in HRM software, and lead implementation
- Maintain IRCOM's HR database
- Maintain all personnel files and maintain a system for tracking and recording all staff attendance, annual vacation entitlements/usage, flex/banked-time credits/usage, sick time usage, and other leaves

- Assist managers with policy questions and progressive discipline, etc.
- Act as point of contact to address human resource related questions and concerns from staff
- Implement HR promising practices, HR policies, procedures and systems
- Support administration of Performance Reviews and development of Performance Development Plans
- Lead workplace investigations, ensuring fair, timely, and confidential processes
- Provide conflict resolution and mediation support to staff and managers to foster a healthy work environment
- Perform general HR administration functions as they relate to database updates, file maintenance, correspondence, policy administration

Strategic HR Functions (20%)

- With the senior management team, support collective bargaining processes
- With the senior management team, identify and help implement processes such as job evaluations, salary scale reviews, labour market benchmarking, compensation philosophy
- Design and recommend how to gradually implement a program for recognizing years of service

Group Insurance Administration (10%)

- Administer certain aspects of IRCOM's Group Insurance Plan, including staff enrolment and liaising with the insurance provider when needed

Policy Development, Interpretation and Application (10%)

- Establish a system for timely HR policy review and enroll relevant leadership and Board members (with the ED) in ensuring IRCOM has updated and comprehensive HR policies
- Ensure IRCOM is compliant with Employment Standards Code and all relevant legislation including the Human Rights Code
- Ensure HR policies and training are highly accessible, plain language and designed for varied levels of English literacy
- Guide management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines
- Support a consistent interpretation and application of IRCOM HR policies

Communication (10%)

- Prepare Letters of Offer, Letters of Departure, etc.
- In collaboration with senior management, strengthen IRCOM's employer practices to position IRCOM as a long-term career choice
- Liaison /lead contact with the union
- Other duties, responsibilities and projects as requested by the Director of Programming or designate

REQUIRED QUALIFICATIONS

- Human Resource Management diploma, ideally holding Certified Human Resource Professional accreditation
- A minimum of two years' experience working in a Human Resource environment, preferably in a non-profit organization, unionized environment
- Excellent understanding of how to make human resource practices, policies and procedures work in a highly diverse cross-cultural environment
- Advanced computer skills, creating and manipulating spreadsheets, working with various HR software and databases
- Excellent interpersonal and communication skills, both oral and written
- Good knowledge of employment/labour laws
- Proven ability to maintain strict confidentiality
- Meticulous organizational skills and the ability to prioritize work amid competing demands
- Demonstrated experience working in a very fast paced, multi-tasking program environment
- Ability to work as a team player as well as take initiative and work with minimal supervision
- Demonstrated proficiency in the use of MS Office (Word, Excel and Outlook)
- Demonstrated proficiency with Human Resource information management systems
- Present a current Criminal Record Check and maintain a clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here>)

DESIRED QUALIFICATIONS

- Experience using Payworks
- Previous experience in developing, maintaining and evaluating human resource management programs

- Excellent organizational, administrative and systems skills
- Previous experience in planning, coordinating and leading group presentations
- Demonstrated capacity to function collaboratively in a team environment

HOURS OF WORK: This is a full-time, 37.5-hour-per-week, one-year term position to cover a maternity and parental leave. The primary work schedule will be during regular office hours between (9:00 am to 5:00 pm), Monday to Friday; most work is in-person.

WAGE: \$ 29.68/Hour

BENEFITS: Professional development opportunities
Paid sick days, 3 flexible statutory holidays/year
Collaborative, family-friendly and supportive working environment

Application Information and Process: All applicants must be legally entitled to work in Canada.

IRCOM seeks to reflect the communities it serves. We are committed to providing an inclusive, accessible, respectful workplace that strives for employment equity. Interested applicants can identify themselves as belonging to any under-represented groups including women, Indigenous peoples, racialized peoples, and/or persons with a disability.

To apply please send a cover letter and résumé to the following, and please indicate clearly how you meet the qualifications.

**Review of applications will begin on March 31, 2026
and continue until the position has been filled.**

HR - Selection Committee: hr@ircom.ca

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If you require accommodation at any stage of the hiring process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs (hr@ircom.ca).