

JOB POSTING

Job Title:	Senior Manager - Human Resources	Status:	Full time
Location:	New Westminster	Rate Range:	\$115-125K/annum
Hours:	40 hours/week	Posting #:	
Schedule:	Monday-Friday, 8:30am-5:00pm	Closing Date:	April 20, 2026

Now based in New Westminister, this is a meaningful opportunity to join the leadership team of an impactful and highly regarded not-for-profit organization delivering a wide range of programs and services across Metro Vancouver and Victoria, British Columbia.

Please note: Experience managing HR functions in both unionized and non-unionized environments is essential.

We are seeking a **Full-Time Senior Manager, Human Resources**. Reporting to the CEO and working closely with the leadership team, this role requires a seasoned HR professional with strong strategic capability, sound judgment, and a deep understanding of the not-for-profit sector.

The ideal candidate is a collaborative and inclusive leader who fosters trust, open communication, and accountability. Brings a strategic mindset while remaining hands-on, adaptable, and solutions oriented. Committed to advancing equity and supporting a mission-driven organization that creates meaningful social impact.

The Senior Manager serves as a trusted advisor, mentor, and operational leader—supporting Executive Leadership Team and managers across the organization to resolve complex issues, lead projects, and strengthen organizational effectiveness. This role demands a high degree of discretion and professionalism, upholding values of dignity, respect, equity, inclusion, and confidentiality in all interactions.

Leads the development and execution of HR strategies that support organizational growth and operational excellence. This includes oversight and delivery of core HR functions such as high-volume recruitment, employee and labour relations, retention strategies, compensation and benefits, training and development, performance management, and policy and collective agreement interpretation.

Background

This agency is the oldest, largest, and most programmatically diverse organization of its kind in Canada. Known as a social innovator and early adopter, it has led the development of programs replicated provincially and nationally. Through its programs, public education, and advocacy, the organization applies an intersectional lens to address the “four sisters” of trauma and violence: addiction, mental illness, homelessness, and incarceration.

Key Responsibilities

- Partner with senior leadership to align HR strategies with organizational priorities and operational goals.
- Provide guidance on organizational development, workforce planning, and change and culture

management initiatives.

- Lead employee and labour relations, fostering a respectful, inclusive, and productive workplace.
- Manage grievances and support collective agreement administration and negotiations.
- Oversee HR operations, ensuring efficient systems, processes, and documentation practices.
- Deliver end-to-end recruitment services, including workforce planning, sourcing, interviewing, and onboarding.
- Develop and implement programs that enhance employee engagement, retention, and performance
- Coach and support managers on HR matters including employee relations, performance, and development.
- Monitor and report on HR metrics to inform decision-making and continuous improvement.
- Oversee performance management and recognition programs.
- Ensure compliance with applicable labour laws, policies, and health & safety regulations.
- Provides guidance and oversight related to compensation structures, benefits programs, and statutory requirements, working closely with internal teams and external providers as required.
- Responsible for supporting and ensuring accuracy in CSSEA (Community Social Services Employers' Association) reporting, including data submission, interpretation of sector requirements, and alignment with collective agreements and sector standards.
- Stay current on HR legislation and best practices to mitigate organizational risk.
- Support accreditation processes and ensure HR & COA standards and reporting requirements are met.
- Contribute to organizational strategic planning and cross-functional initiatives.
- Perform other related duties as required.

QUALIFICATIONS:

- Degree in Human Resources, Management, Business Administration, or a related field (or equivalent experience).
- CPHR Certification.
- Minimum 5 years of progressive HR leadership experience, ideally within a unionized environment.
- Strong knowledge of labour relations, employment legislation, and health & safety standards.
- Demonstrated ability to lead multiple HR functions and support organizational growth.
- Strong working knowledge of payroll and benefits administration, ensuring accuracy, compliance, and alignment with organizational policies and collective agreements.
- Experience advising and coaching managers at various levels.
- Strong organizational, analytical, and problem-solving skills.
- Excellent communication skills with a high degree of emotional intelligence and discretion.
- Experience with accreditation processes.
- Ability to manage competing priorities in a fast-paced, evolving environment.
- Ability to work well under pressure, handle multiple tasks, and change priorities within tight time frames.
- Proficiency in Microsoft Office and ability to learn new systems quickly.

MANDATORY JOB REQUIREMENTS:

- Doctor's Note of fitness required.
- A valid driver's license with a satisfactory driving record is an asset.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).

Benefits:

- Participation in Society events
- Employee assistance program
- Extended health & Dental care including vision care
- Municipal Pension Plan

The agency is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to azra.hussain@efry.com by no later than April 17, 2026, with the subject line HRD 26-01.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.