



## **JOB POSTING**

<b>JOB TITLE:</b>	Human Resources Manager
<b>STATUS:</b>	12 Month Contract - Full-Time (35 hours per week)
<b>POSITION LEVEL:</b>	Level 8
<b>SALARY RANGE:</b>	\$56,625 - \$76,100 annually
<b>HIRING RANGE:</b>	\$56,625 - \$65,644 annually
<b>JOB LOCATION:</b>	32 Health Street West, Toronto (remote until the office reopens)

**About Mothercraft:** Since 1931, Mothercraft has been a leader in supporting healthy child development, working with our many community partners to meet the changing needs of families. We are committed to excellence, continually testing new concepts and ideas related to healthy child development. We are known for our ability to translate these critical research learnings into everything we do – from our high-quality child care and enrichment programs to our services for children and families with special needs, and specialized training programs for child care providers and other professionals. Mothercraft values diversity and strives to create an environment that is welcoming and inclusive.

**About Mothercraft's Human Resources Department:** The Human Resources Department plans, directs and coordinates all HR management activities to maximize the strategic use of human resources through the development and implementation of programs such as: recruitment, on-boarding, compensation packages, benefit administration, HR policies, health and safety, and by maintaining regulatory compliance.

### **Position Description:**

- Reporting to the Director, Corporate Services, the HR Manager is responsible for the leadership of the Human Resources Department and its provision of Human Resources services, policies and programs.
- The HR Manager is responsible for the management of recruitment and staffing, performance management, employment and compliance to regulatory bodies regarding employees, employee onboarding, training, policy development and documentation, employee relations, compensation and benefits administration and employee health and safety.
- The HR Manager is also responsible for the management planning of payroll processes and systems in order to ensure payroll processing occurs in an accurate and timely manner.

### **Your qualifications and experience include:**

- Bachelor's Degree in Human Resources Management, Business Administration or related discipline.
- CHRP or CHRL designation and HRPA membership is an asset.
- 4 years of progressive experience in a Human Resources position including experience in a range of human resources functions including recruitment, performance management, employee relations, compensation and benefits, payroll, health and safety and development and implementation of policies.

- Knowledge of applicable employment legislation.
- High proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook).

**You're often described as:**

- Having excellent interpersonal, written and verbal communication skills.
- Detail-oriented, strong organizational and planning skills.
- A collaborative and supportive team member.

This position includes a comprehensive group health benefits plan, defined benefit pension plan and competitive paid time-off.

To apply, email your resume to [careers@mothercraft.org](mailto:careers@mothercraft.org) by **May 7, 2021**. Internal staff please include a subject heading **"Internal – HR Manager"**.

We thank all applicants for their interest. Only short-listed candidates will be contacted.

*Mothercraft is committed to a workforce that is reflective of the diverse populations that we support. We welcome applications from qualified individuals from all backgrounds. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Mothercraft strives to ensure that all recruiting processes are inclusive and barrier-free. If you require an accommodation, please advise the Human Resources Department in advance of attending an interview. We are committed to a selection process and work environment that is inclusive, equitable and accessible.*