



## JOB POSTING

### Human Resources Manager

#### Our Vision:

*The Native Canadian Centre of Toronto is dedicated  
to helping all of our relations on their journey*

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The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

#### I Job Title: Human Resources Manager

#### II Employment Term & Work Hours:

- Permanent Full Time
- Compensation is commensurate with education and experience
- 40 hours per week (Mon-Fri)

#### III Department: Executive

#### IV Direct Report: Executive Director

#### V Position Summary:

The Human Resources (HR) Manager will oversee all aspects of human resources practices and processes. This role is crucial in developing and implementing HR strategies, policies, and initiatives that align with the overall business goals. The HR Manager will manage recruitment, employee relations, performance management, compensation, benefits, training, and compliance with labour laws to foster a positive work environment.

#### VI Duties and Responsibilities:

- Plan, develop, implement, administer, and evaluate human resources policies and procedures
- Ensure all staff and volunteer records are maintained and up to date
- Prepare, review, and update occupational classifications and job descriptions
- Develop, implement, maintain, and participate in staff recruitment, interviews, and selection processes
- Prepare and execute letters of offer, onboarding materials, police background checks, policy reviews, and signatures
- Work closely with the payroll team and managers ensuring staff contracts and HR information is accurate and current
- Coordinate and monitor the onboarding program and training of new staff
- Develop and administer the staff performance review program and scheduling, including support for managers and supervisors on supervision, coaching, and feedback to staff



- Manage, mediate, and advise on staff and volunteer relations matters, incident investigations, WSIB incidents, etc.
- Make policy recommendations to ensure NCCT's ongoing compliance with legislative requirements such as the Human Rights Code, Employment Standards Act, etc.
- Ensures the NCCT response is consistent with current local, provincial, and federal health guidelines and orders
- Coordinate, update, and track renewals of certifications for workplace health and safety programs and sit as a member of the Joint Health & Safety Committee
- Ensure practices and procedures exist to maintain the confidential storage and security of all staff files and other related information
- Plan, track, update, and administer training, certifications, and career development for all staff
- Respond to staff and volunteer queries and resolve issues in a timely and professional manner
- Oversee benefits programs; including health insurance, retirement plans, and leave policies
- Stay informed about market trends to ensure competitive and fair compensation practices
- Contribute to the centre's activities to collect, analyze, and report on data and relevant information, and participate in research
- Other related duties as may be assigned

## **VII Qualifications:**

- Bachelor's degree in Human Resources or related discipline or equivalent combination of education and experience
- Minimum 5 years of relevant experience in Human Resources
- A Certified Human Resources Professional (CHRP) designation and Human Resources Professional Association (HRPA) member in good standing is an asset
- Working knowledge of Ceridian Powerpay and Time and Attendance is an asset
- Experience working within an Indigenous organization or with the Indigenous community is an asset
- Experience in the non-profit sector is an asset
- Demonstrated ability to earn and maintain trust and show discretion at all times
- Commitment to learn and use an Indigenous language reflective of the NCCT community
- Criminal Reference Clearance (CPIC) and/or Vulnerable Sector Clearance are requirements for the employment offer
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

## **Knowledge/Skills/Abilities:**

- Working in a manner that preserves confidentiality and seeks to minimize risk
- Strong knowledge of labor legislation and payroll processes
- Well-organized and able to streamline, prioritize, and manage multiple tasks effectively
- High degree of professionalism, ethics, and integrity



- Exceptional verbal and written communication skills
- Ability to work independently and as part of a team
- Knowledge and ability to work with standard operating programs (i.e., Word, Excel, Google Workspace)
- Knowledge of Indigenous languages and culture represented in NCCT community

#### **VIII Working Conditions:**

- Sitting
- Repetitive motion

#### **IX Physical Requirements:**

- Ability to climb 3 flights of stairs throughout the day
- Able to lift a minimum of 10 lbs

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***The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.***

***This is a full-time position. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.***

***We thank all applicants for their interest however only those candidates selected for interviews will be contacted.***

***If this position interests you, please submit your resume and a cover letter to:***

**Arlene Dodge  
Executive Director  
[arlene.dodge@ncct.on.ca](mailto:arlene.dodge@ncct.on.ca)**

**Deadline: Monday, June 16, 2025 by 4:00 pm**

**SUBJECT LINE:  
NCCT - Executive – Human Resources Manager**

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our executive director at [arlene.dodge@ncct.on.ca](mailto:arlene.dodge@ncct.on.ca) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.

Your cover letter should clearly demonstrate how your background and experience align with the qualifications outlined in this posting.

The applications can be sent to Executive Director Arlene Dodge