



## HUMAN RESOURCES GENERALIST

PART TIME, REGULAR POSITION - 21 hours per week (3 days)

SALARY: \$90,000 annually (prorated to \$54,000 for 3 days/week), HOOPP (Healthcare of Ontario Pension Plan) with health benefits

### Join Us in Making a Meaningful Difference

At Fontbonne Ministries, we're more than just a workplace -- we're a community dedicated to fostering dignity and creating positive change. Founded on the inspiring legacy of the Sisters of St. Joseph, we're looking for passionate individuals who share our commitment to building a more inclusive and supportive society.

### Why Choose Us?

- **Purpose-Driven Work:** Be part of transformative programs that directly impact the lives of socially isolated individuals in our community.
- **Inclusive Culture:** Join an organization that actively champions diversity and equity, where every team member's unique perspective is valued and celebrated.
- **Exceptional Benefits:** Secure your future with our comprehensive HOOPP pension plan, one of Ontario's most respected pension programs.

### Our Vision & Impact

We're dedicated to nurturing community, dignity, and spirit through:

- Building authentic connections with our community members
- Creating welcoming spaces where everyone belongs
- Driving positive social change through innovative programs

### Our values guide everything we do:

- **Respect:** We celebrate each person's unique gifts and inherent dignity
- **Advocacy:** We lead positive change by responding to evolving community needs
- **Community:** We build strong, collaborative partnerships that create lasting impact
- **Compassion:** We provide personalized attention with empathy and understanding
- **Accountability:** We make sustainable choices that benefit future generations

If you're passionate about making a real difference while building a rewarding career with excellent benefits, we want to hear from you. Join our team and be part of a legacy of compassionate care and community building.



## **POSITION OVERVIEW**

Reporting to the Executive Director, the HR Generalist is responsible for providing comprehensive human resources support across the organization. This part-time role (3 days per week) involves managing recruitment and onboarding processes, maintaining personnel records, supporting performance management, coordinating training and development initiatives, and ensuring compliance with employment legislation, organizational policies, and the People Plan.

## **AREAS OF ACCOUNTABILITY**

Acting in accordance with Fontbonne Ministries' mission, vision, values, and policies in all dealings.

### **Recruitment and Onboarding**

- Promote a positive organizational culture aligned with Fontbonne Ministries' values.
- Coordinate full-cycle recruitment processes, including job posting development, applicant screening, interview scheduling, and reference checks.
- Develop and maintain onboarding procedures that effectively integrate new employees into the organization.
- Prepare employment offer letters and employment contracts.
- Conduct new employee orientations to ensure understanding of organizational policies, procedures, and benefits.
- Develop and maintain job descriptions in collaboration with hiring managers.
- Support organizational efforts to attract and retain diverse talent.

### **Employee Relations and Engagement**

- Act as a trusted resource for employees and managers on HR matters and workplace concerns.
- Support the resolution of employee relations issues with professionalism and discretion.
- Contribute to the development and implementation of employee engagement initiatives.
- Assist in the development and coordination of staff recognition programs.
- Support the implementation of internal communication strategies.



## **HR Administration and Records Management**

- Maintain accurate and confidential employee records and HR documentation.
- Ensure all personnel files are complete, up-to-date, and securely stored.
- Process HR-related documents, including employment verifications and record updates.
- Administer and maintain HRIS and/or HR tracking systems.
- Manage benefits administration processes, including enrollments, changes, and terminations.
- Track vacation, sick time, and other leaves of absence.
- Prepare HR-related reports and analyses as needed.

## **Performance Management and Development**

- Create and support managers in implementing the performance review process.
- Coordinate and track completion of performance evaluations.
- Assist in identifying employee training needs and development opportunities.
- Coordinate internal and external training programs.
- Maintain records of employee certifications, professional development, and training completion.
- Support succession planning initiatives.

## **Policy Development and Compliance**

- Assist in developing, updating, and implementing HR policies and procedures.
- Ensure organizational compliance with employment legislation and regulations.
- Maintain knowledge of current employment laws and best practices.
- Support the implementation of health and safety policies and procedures.
- Assist with workplace investigations as needed.
- Prepare and submit required government reports and filings.

## **HR Projects and Initiatives**

- Contribute to the planning and implementation of HR special projects.
- Support organizational change management initiatives.
- Conduct research on HR trends, best practices, and innovative approaches.
- Develop and update HR-related forms, templates, and resources.
- Assist in the implementation of diversity, equity, and inclusion initiatives.
- Support organizational strategic planning related to human resources.



## **Other Responsibilities**

- Attend and contribute to management meetings as required.
- Participate in organizational committees and working groups as appropriate.
- Maintain professional networks and relationships with external HR resources.
- Stay current on non-profit sector HR trends and challenges.
- Perform other duties as assigned by the Executive Director.

## **Education/Training**

- Post-secondary education in Human Resources Management, Business Administration, or related field.
- CHRP/CHRL designation or actively working toward certification is an asset.
- Specialized training in employment law, recruitment, performance management, or other HR disciplines is beneficial.

## **Experience**

- Minimum 5 years of experience in human resources, preferably in a non-profit or social services setting.
- Experience with full-cycle recruitment and onboarding processes.
- Experience with HR policy development and implementation.
- Experience with benefits administration and HRIS systems.
- Experience supporting managers with performance management and employee relations.

## **Skills & Knowledge**

- Strong knowledge of employment legislation and HR best practices.
- Excellent interpersonal and communication skills with the ability to maintain confidentiality.
- Strong organizational and time management skills with the ability to prioritize multiple tasks.
- Proficiency with HRIS systems and Microsoft Office applications.
- Sound judgment and problem-solving abilities in complex situations.
- Ability to interpret and apply HR policies and procedures consistently.
- Knowledge of best practices in diversity, equity, and inclusion in the workplace.
- Understanding of the unique HR challenges in non-profit organizations.
- Ability to work effectively independently while managing a part-time schedule.



## Attributes

- Discreet and trustworthy with confidential information
- Detail-oriented with strong attention to accuracy
- Approachable and empathetic
- Adaptable and flexible
- Diplomatic and tactful
- Proactive and solution-focused
- Professional and ethical
- Collaborative and team-oriented
- Self-motivated and able to work independently
- Committed to continuous learning and improvement

## Working Conditions

- Comfortable working in a faith-based environment.
- Primarily office-based work with a flexible 3-day weekly schedule.
- May require occasional participation in meetings or events on non-scheduled days.
- Most work performed in standard office environment with limited physical demands.
- May require periods of extended computer use.
- Occasional travel to different organizational sites may be required.

## To Apply

Please submit your cv in one pdf file, and note "Human Resources Generalist" on the subject line to [hring@fontbonneministries.ca](mailto:hring@fontbonneministries.ca)

Fontbonne Ministries values inclusivity and diversity in the workplace. We are committed to providing accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act ("AODA"). If you require accommodation during any stage of the recruitment process, please note that in your application. While we thank all applicants, only those selected for an interview will be contacted.