



The Organization

Since 1981, Ronald McDonald House Charities (RMHC) Toronto has served as a place to call home for families with seriously ill children undergoing treatment. RMHC Toronto encompasses a House for 81 families in downtown Toronto and seven Family Rooms in hospitals across the Greater Toronto Area and in Sudbury. The families we serve – 5,095 last year alone – come from throughout Ontario, across Canada and around the world.

Job Summary

This newly created role of Manager, Human Resources (HR), reports to the Director of Finance. They will be a key member of the RMHC Toronto team and will play a critical role in helping RMHC Toronto achieve its mission through an engaged and healthy workforce of staff and volunteers. The Manager of HR works to consistently realize agency mission, vision, values and objectives through the provision of human resources activities that result in successful recruitment, retention and the ongoing development and support of our valued workforce. The Manager of HR supports consistent adherence to all legal obligations and established agency standards for high quality mission delivery.

Key Contributions

- Ensure HR compliance with contractual, legal and regulatory areas.
- Develop and implement an annual HR work plan which is aligned with RMHC Toronto's Strategic Vision and Annual Operational Plans.
- Foster a healthy, inclusive and respectful workplace.
- Ensure that HR systems support personnel, as well as RMHC Toronto's operational requirements.
- Guide implementation of HR-related services, policies, manuals and programs.
- Support senior leadership throughout the hiring and exit cycle; lead onboarding processes; responsible for drafting offers and administrative requirements associated with new hires/exits.
- Responsible for compliance training requirements; track and report on holidays in accordance to policies; track and report on timeliness of performance reviews.
- Steward benefits and serve as back-up for payroll functions.
- Support RMHC Toronto's volunteer resources initiatives; some travel is required.
- Identify appropriate options for professional development, inclusive of on-the-job development, lunch and learns, RMHC webinars and other sources.
- Contribute to employee safety, health and well-being programs.

- Interact with RMHC Toronto staff, donors and volunteers in such a way that they are further engaged, or wish to become engaged, with RMHC Toronto.
- Serve as a positive influence on colleagues, fostering a commitment to teamwork by creating a climate of professionalism, openness and communication.
- Represent the values of RMHC Toronto in all activities.
- Perform other duties as assigned.

Key Skills

- Bachelor's degree in human resources, business, management or relevant discipline.
- 3 to 5 years' professional experience in management or senior management in the non-profit sector.
- Hold or working towards a CHRL designation, an asset.
- Excellent communication skills, both written and verbal.

Requirements

- Broad knowledge of HR management practices and employment issues, both internally and in the community sector, with government, public and partners.
- Knowledge of agency finances and their impact on hiring and compensation.
- Sound knowledge of HR management across all disciplines – principles, practices, standards and relevant legislation, coupled with a working knowledge of ESA, OHSA, AODA, etc.
- Personal maturity and sound judgement, self-motivated, results-oriented and excellent interpersonal skills.
- Familiarity with CRM databases.
- Ability to organize and prioritize a variable workload and competency with handling the pressure of multiple tasks and deadlines, many involving confidential information.
- Ability to work independently, as well as part of a cohesive team.
- Criminal Records Check (vulnerable sector).
- Valid driver's license preferred.
- Willing to work flexible hours, including evenings and occasional weekends.

If you are interested and qualified, we invite you to submit a letter of introduction, resume and salary expectations. All responses will be handled with strict confidence.

Ronald McDonald House Charities Toronto embraces diversity and encourages all qualified applicants to apply.

Please forward all applications to: jobs@rmhctoronto.ca

Website: www.rmhctoronto.ca

We thank all applicants for their interest; however, only those candidates who have been selected for an interview will be contacted.