



HUMAN RESOURCES GENERALIST ARCHDIOCESE OF WINNIPEG

The Archdiocese of Winnipeg is seeking a Human Resources Generalist. The HR Generalist is responsible for the day-to-day management of HR activities. This position will provide support to Archdiocesan staff, clergy, parish staff, and pastoral councils, ensuring seamless HR service delivery and fostering positive employee engagement. The HR Generalist will also assist leadership in special projects and emerging situations.

Responsibilities:

- Act as the point of contact for leaders on HR matters and support a variety of HR functions, including recruitment, new employee orientation and engagement, compensation, and learning and development.
- Manage the Archdiocesan Safe Environment Program including administration, training, and development of staff, clergy, and personnel relative to the program.
- Support employee relations activities by investigating and resolving issues concerning people-related matters such as manager/employee and colleague relationships and assisting managers/clergy to address specific people topics by advising on options in relation to the Archdiocesan policy and labor law, assessing risk, and acting as consultant to help managers decide on best course of action.
- Performance management – providing advice, guidance and support to all staff and managers with high-level people management and development support. Ensure implementation of the performance management activities.
- Lead full-cycle recruitment activities, including sourcing, screening, interviewing, and negotiating job offers.
- Work with senior leadership team and department managers in assessing and providing guidance to ensure adequate staffing and human capital resources.
- Management of the International Clergy Immigration Process.
- Work with parishes, missions, and catholic schools in supporting their human resource needs.
- Support the senior leadership team in promoting and fostering a positive employee culture and engagement, ensuring compliance with legislative requirements and diocesan policies and vision.
- Assist in developing and improving human resource programs and measure against best practices and policies.
- Backup to Payroll Administrator.
- Management and administration of employee files.
- Able to follow a flexible work schedule and limited travel when required relative to the position.

Education:

- Post-secondary degree or diploma in Human Resources and will have achieved or be working towards the CHRP designation.

Qualifications:

- A minimum 5-years Human Resources experience, ideally working within a complex non-profit or multi-company work environment.
- Experience working in a registered charity, non-profit or religious-based organization is considered an asset.
- A self-starter who has a strong background and understanding of Human Resources policies and legislation is required.
- Demonstrated ability to work in a consultative manner and deliver strategic ideas and solutions, while fostering collaborative, meaningful, and positive relationships with stakeholders across the Archdiocese.
- Strong team player who has excellent organizational and communication skills.
- Strong analytical aptitude.
- Excellent time management skills.

*This is a **full-time position** with benefits. If you are interested in learning more about this opportunity, please forward your resume, the names of three references (one of whom should be your pastor) by **May 31, 2024**, to the:*

ARCHDIOCESE OF WINNIPEG

Attention: Human

Resources Generalist

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