



Northwest Child Development Centre

Working together with families, collaborating with communities, strengthening the region

Northwest Child Development Centre Requires a

Human Resource and Operations Director

This is a permanent full-time position.

Competitive Salary

Relocation Funds Available

Start date: April 17th 2023

Job Summary:

This management position ensures that the NWCDC human resources system effectively supports its valued personnel as well as CDC operations across the organization. This position is responsible for developing and implementing organizational strategies from a human resources perspective, including workforce planning, and employee engagement as well as managing Information Technology, Facilities, and Administration. This position is based in Smithers, B.C. with regular outreach to all NWCDC locations in the Northwest. Reporting directly to the Executive Director.

Qualifications & Requirements:

- Undergraduate Degree plus professional management experience in HR and Operations in the not-for-profit sector, or equivalent combination of education and experience.
- Chartered Professional in Human Resources (CPhR) designation preferred.
- 3 to 5 years of supervisory/managerial experience.
- 3 to 5 years of experience in human resources management/labour relations or equivalent combination of education and experience.
- Experience in the field of services to children, youth, and families.
- Valid driver's license and reliable vehicle - required.
- Criminal Record Check Clearance -required.
- COVID 19 Full Vaccination – required.

Apply by March 24th, 2023 to:

Executive Director

E-mail: hr@nwcde.ca