



Northwest Child Development Centre

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

Northwest Child Development Centre Requires a Human Resource Manager

**This is a permanent, full-time position to start January 2026.
The posting is open from October 17, 2025 – November 17, 2025.
Salary Range is \$85,000.00 - \$98,538.00.
Relocation Funds Available.**

Job Summary:

The Human Resource (HR) Manager plays a key leadership role in advancing the mission of the Northwest Child Development Centre (NWCDC). This position leads the planning and delivery of human resources strategies that ensure our workforce is supported, engaged, and equipped to deliver high-quality services to children, youth, and families across Northwest B.C. As a member of the Operational Leadership Team, the HR Manager fosters a values-driven, inclusive, and collaborative organizational culture. The role oversees all aspects of human resources management, including workforce planning for 75 employees/subcontractors, employee engagement, performance management, recruitment and retention, and compliance with employment legislation and CARF accreditation standards. The HR Manager is instrumental in promoting professional growth, organizational health, and continuous improvement across all NWCDC programs and services.

Location: Smithers, BC

Travel: Required to all NWCDC locations throughout Northwest British Columbia. Travel compensation is provided.

Reporting Supervisor: Executive Director

Qualifications:

- Undergraduate Degree plus professional management experience in Human Resources 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.
- Strong knowledge of BC employment standards, CARF accreditation standards.
- Strong knowledge of trauma-informed and culturally safe practice.
- Experience in the field of services to children, youth and families.

Apply to:

Kerri Bassett, Executive Director

E-mail: hr@nwcdd.ca