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 2027.
The posting is open from September 22, 2026 – November 12, 2026.
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:
- Required Undergraduate Degree plus professional management experience in Human Resources in the not-for-profit sector, or equivalent combination of education and experience.
- Preferred Chartered Professional in Human Resources (CPHR) designation.
- Required 3 to 5 years of supervisory/managerial experience.
- Required 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 by November 12, 2026.
E-mail: hr@nwcdc.ca

Only applicants who meet the required qualifications will be considered. NWCDC thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Do you require accommodation during the recruitment process? Please let us know. NWCDC is committed to diversity and inclusion throughout the recruitment and employment process.