

Job Posting: Manager, Recruitment & Retention

Competition Number:	AD-21042-HR
Type:	Internal & External – Indeterminate, Full Time
Hours of Work:	36 – 40/hour work week
Compensation	\$69,000 - \$75,000, depending on education and experience. Atira offers a competitive leave and benefits package after an initial disqualification period.
Program & Location:	Vancouver Gastown – remote hours an option
Deadline:	Open Until Filled

About Us:

Atira Women's Resource Society, an award-winning nonprofit organization known for its inclusionary hiring practices and where a job is more than a pay cheque. We offer the opportunity to work alongside a remarkable group of women working to make the world a more just place, one woman, one child, one home, one job at a time.

About the Job:

This role is equally as strategic as it is hands-on with both execution and production required. Reporting to the Director, Talent Development, the Manager, Recruitment & Retention is accountable to and collaborates with leaders across the Society to develop and implement strategic long-range recruitment and retention plans that support Atira's vision and goals. This position provides leadership in developing and executing human resources strategies in support of Atira's overall strategic direction specifically in the areas of talent acquisition, change management, on-boarding and training. As a member of the leadership team, the Manager, Recruitment & Retention will ensure the effective development and implementation of strategic recruitment and retention plans, reporting and best practices. In addition, they will provide radical thinking to support operations, strategic direction and overall initiatives related to continuous improvement, ensuring compliance with all regulatory bodies.

About You:

You have an inclusive/intersectional feminist analysis of violence against women and powerful alignment with Atira's mission, vision, values and philosophy. You approach your work and live your life from a decolonizing, women centered and social justice perspective. You thrive on a passion for standards and the promotion of best practices in recruitment and retention. You are a team player who strives for excellence but loves to have a good laugh, is able to think fast, be critical, and make sound decisions without agonizing, all while working in an incredibly dynamic and fast-paced environment.

You have a Master's degree in Human Resource Management or closely related field, as well as a minimum of five years' experience in a non-profit or governmental setting. You also have, at minimum, five years' experience managing direct reports with a proven ability to self maintain calendar, appointments, emails and create presentations, among other administrative duties. Proven ability to write reports, business correspondence and procedure manuals is required, as is a proven ability to effectively present information and respond to questions from groups of employees. Strong knowledge base and interpreting and applying employment law in both union and non-union environments is required as are excellent written and verbal communication skills and advanced Excel, Word and PowerPoint skills. Applicants with the equivalent combination of education and experience will be equally considered.

Resumes from qualified First Nations, Metis and or Inuit women are encouraged, as are resumes from Black women, women of colour, trans women, women who are disabled and women from other equity seeking groups. Fluency in a language(s) other than English is an asset.

Application Process:

Applications should be emailed to jobs@atira.bc.ca Please quote the Competition Number in your email subject line and provide a cover letter with a current resume describing how you meet or exceed the above-noted qualifications. **Resumes with a Cover Letter unique to Atira are guaranteed a review.** Candidates who lack the experience and qualifications set out in the posting may not be considered, although an exceptional cover letter and transferable skills may overcome lack of experience for some positions. Please go to www.atira.bc.ca/careers for a current list of postings.