



People & Culture Manager Posting

Burnaby, BC

We are seeking a full-time People and Culture Manager who will be responsible for all Human Resources functions related to recruitment, compensation strategies, and group benefits. This is a permanent 35-hour position reporting to the CEO. The Manager will work collaboratively with the Leadership Team and contribute to organizational decision making.

HR & Organizational Culture:

- Foster and enhance organizational culture through regular engagement with employees and leadership.
- Maintain personnel files in line with all relevant legislation with MCFD guidelines, MCFD Hub, CARF accreditation guidelines, Employment Standards, and any other related legislation.
- Provide guidance, coaching, and facilitation support to Managers and Senior Leaders' performance management or termination needs, notably those that may be of high sensitivity or high risk.
- Identify and act on opportunities for improvement in approach, practices, processes, programs, policies, SOP's, HR materials, etc. to ensure HR Operations are managed in the most relevant, efficient, and effective manner.
- Collect, analyze statistical data, metrics, trends and reports.
- Supervise and mentor the HR Generalist/Admin Assistant in their role.
- Support the administration and implementation of employee performance reviews.
- Support, develop and enhance the team's overall training and development programs.

Recruitment & Retention:

- Partner with leadership to forecast staffing needs, develop recruitment strategies, manage the applicant tracking system, and oversee the recruitment budget.
- Analyze recruitment, turnover, and retention metrics to identify trends and support workforce planning initiatives.
- Represent the organization at career fairs and networking events to strengthen employer branding and attract top talent.
- Develop, maintain, and administer job descriptions, ensuring alignment with organizational needs and compliance requirements.

HR & Benefits:

- Manage job offers and the employee onboarding process.
- Responsible for managing the employee termination and transfer processes.
- Educate employees on group benefits programs.
- Work alongside CEO and senior team to evaluate compensation and benefits to ensure they are competitive and attracting/retaining talent.

Employee Health & Safety:

- Identify and mitigate workplace risks and stay current with relevant regulatory changes and compliance requirements.
- Ensure compliance with applicable legislation and regulatory requirements, including the BC Human Rights Code, PIPA, WorkSafeBC, Service Canada, and BC Employment Standards.

- Support the execution and implementation of health and safety policies across the network and any job sites.
- Develop and provide the relevant resources and tools to assist in employee development.

Experience and Qualifications

- Post-secondary degree in Human Resources, Business Administration, or a related field, or an equivalent combination of education and experience.
- Chartered Professional in Human Resources (CPHR) designation preferred.
- Experienced in various functions of HR, with a strong focus on employee relations, and performance management.
- Have a strong understanding of relevant employment legislation and laws.
- Intermediate to advanced skills in Microsoft Office and HR Systems. Familiarity with ADP's WorkforceNow Payroll System would be an asset. Experience with SharePoint.

Personal Characteristics and Requirements

- Proven success working in administration and/or human resources department.
- Results-oriented professional with a high degree of integrity and strong attention to detail. Excellent verbal, written, interpersonal, and communication skills.
- Experience handling highly confidential and special information, including sensitive, strategic and organizational issues.
- Ability to effectively communicate HR policies, procedures and requirements and audit activities to ensure compliance.
- Vulnerable Sector Police Clearance (Ministry of Public Safety and Solicitor General) and maintenance of clearance requirements during employment.
- Fully vaccinated.

Salary and Benefits:

Salary range: \$39.00 - \$45.00 per hour, based on qualifications and experience.

Vacation Benefits - All permanent staff receive paid vacation with an annual maximum of 126 hours for full-time employees working 35 hours per week. Vacation entitlement increases after every five years of completed service.

Sick Benefits - All permanent staff receive paid sick leave with an annual maximum of 105 hours (8.75 hours per month) for full-time employees.

Health Care Benefits will commence after the successful completion of a 3-month probationary period and permanent staff will be added to the Medical, Dental, EAP, and extended Health Care benefits which are fully paid by Leo Street Youth and Family Services.

The Pension Plan Benefit will commence upon the completion of one year of permanent employment. Contributions to the pension plan consist of 4% of the salary paid by staff and matched by 10% of the staff's salary provided by the employer.

Please send cover letter and resume to:

Tom Wangari, Admin Manager, at tom.wangari@stleo.ca

Closing Date: July 23, 2026

Start Date: August 1, 2026 (subject to change)

Leo Street Youth and Family Services Society is a not-for-profit organization in the Lower Mainland in BC serving children, youth, and families in need. Leo Street has been providing the community with social service programs since 1967.

Leo Street is an equal opportunity employer and committed to multiculturalism and diversity.

We thank all applicants, however, only candidates selected for an interview will be contacted.