



### ***About Harvest Manitoba***

Harvest Manitoba (“Harvest”) is a charitable organization dedicated to nourishing our communities and our sense of community so that no Manitoban goes hungry. We receive 12 million pounds of food every year, which is sorted and packed largely by volunteers into Harvest Hampers and distributed to Manitobans through our Community Food Network of more than 360 food banks and agencies in Winnipeg, rural, northern and First Nations communities. Right now, we feed almost 90,000 Manitobans every month, 49% children. Our Food Distribution Centre, which includes our Emergency Food Support Assistance Line and Warehouse, is in our Winnipeg Headquarters.

#### **Mission**

*Working together  
towards a healthier  
future for all where no  
Manitoban goes  
hungry*

### **Senior Manager, Human Resources**

#### **Full-Time Permanent**

**Posting Date: March 1, 2023**

**Closing Date: March 8, 2023**

This position is responsible for all aspects of HR, including policies and processes, recruitment and retention, performance management, employee and labour relations, compensation and benefits, organizational and employee development, administration, records management and reporting, health and safety and payroll.

Reports to: Director of Finance and Administration

#### Responsibilities:

- Act as a partner and mentor for Harvest leaders, providing HR advice, guidance, and coaching.
- Responsible for working with Harvest management to understand the long-term organizational objectives and translating those into HR services and objectives that support strategy achievement.
- Liaison with the Union regarding day-to-day grievances, complaints, and other labour management discussions.
- Responsibility for running bi-weekly payroll.
- Leading recruitment efforts.
- Manage Harvest Manitoba’s employee benefits program.
- Key member of the Workplace, Safety and Health Committee.

#### Education and Experience:

- Post-secondary education in Human Resource Management or related field.
- Certified Professional Human Resources (CPHR) designation or candidate status.
- Two plus years of HR management experience including supervision of all functions and managing staff.
- Two plus years leading the Health and Safety function
- Knowledge of Labour Relations, Employment standards, Workplace Safety and Health and Human Rights legislation.
- Strong proficiency in Microsoft Office suite – Word, Excel, PowerPoint, and Outlook

#### About You:

- Demonstrated capacity to skillfully communicate with all levels of employees, influence outcomes, and establish credibility as a skilled HR leader and business partner.
- Proven track record of proactively managing employee and labour relations.
- Solid judgement displayed with sensitive and confidential issues.
- Excellent planning and organizing skills with the ability to manage multiple priorities.
- A track record of initiative, resilience, and results
- A strong belief in the dignity of all human beings and a positive and caring approach.
- Required to provide a Criminal Records Check (CRC).
- Knowledge of food-security and poverty issues (an asset).
- A strong team focus, ability to work well with others and an interest in supporting the organization and its CREW.

#### Harvest Details:

- Benefits Package (Dental Care, Extended Health Care, Life Insurance)
- RRSP Company Match Plan
- On-Site Parking

*Evening and weekend shifts will be required as business levels dictate.*

To learn more about this opportunity, visit: <https://www.harvestmanitoba.ca/about-us/join-our-crew/>

Apply by email with your resume and cover letter at: [hr@harvestmanitoba.ca](mailto:hr@harvestmanitoba.ca)

*We thank all candidates for their interest; however only those selected for an interview will be contacted.*