



Stella's Circle

Creating Community Together

Director of People & Culture

About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year to help transform lives through housing, mental health, and employment.

The Position

The Director of People and Culture is a key member of the senior leadership team that provides general leadership and strategic direction to the organization. This position is responsible for fostering an inclusive, engaged and professional workplace culture.

This role oversees all aspects of human resources, employee engagement, leadership development, succession planning, and diversity, equity, and inclusion initiatives. The role is also accountable for the leadership, direction, planning, provision and evaluation of programs with the Employment Services Division. This includes program development and co-ordination as well as the implementation of ongoing evaluation and continuous improvement to employment & education services.

What You'll Do

- Demonstrate effective leadership and contribute as part of the Stella's Circle management team to ensure that policies, procedures, standards and practice across the organization reflect the vision, mission and values of the organization.
- Represent the organization's mission, vision and values in all activities including internal and external events, committees and meetings with participants, staff, volunteers, funders, community, the general public and other stakeholders.
- Support and demonstrate best practices with respect to Occupational Health and Safety, privacy, risk management and reporting and documenting of incidents and emergency planning.
- Provide leadership in the development and evaluation of human resource management processes and policies, while ensuring all activities meet and integrate with organizational requirements for quality management, health and safety, and legal requirements.
- Oversee all payroll functions ensuring that employees are paid accurately.
- Negotiate and manages all employee insurance and benefit plans.



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- Develop and implement comprehensive HR strategies covering talent acquisition, performance management, compensation, benefits, and workforce planning.
- Lead efforts to foster an inclusive and equitable workplace, integrating DEI principles into all HR practices.
- Oversee employee engagement initiatives to promote well-being, job satisfaction, and retention.
- Oversee the operation and delivery of programs at Employment Services including Adult Basic Education.
- Develop and/or revise programming and other initiatives in support of the organization's strategic plan as it relates to Employment Services and social enterprise activities.
- Identify and arrange relevant staff development and training.
- Provide leadership coaching and development programs for staff at all levels.
- Facilitate conflict resolution and mediation processes to maintain a healthy workplace culture.

What You'll Bring

- A Bachelor's degree in Human Resources, Organizational Development, or a related field. A Master's degree and/or HR certification (e.g., CHRP, CHRL) are asset(s).
- At least 7-10 years of HR experience, with a minimum of 5 years in a senior leadership role.
- Equivalent combination of education, training and experience will be considered.
- Strong leadership, problem-solving, and decision-making skills with the ability to multi-task and prioritize work.
- Specialized knowledge in Career Development and barriers to employment for program participants.
- Excellent oral and written communication skills, conflict resolution, and organizational skills.
- Criminal Record Check with Vulnerable Sector Check; Valid Driver's License with access to a vehicle.
- Enhanced Reliability Status Clearance is required.

The Details

Our ideal candidate for this new position is someone who is engaging and forward thinking. Recognized as a leader in your particular area of expertise, you are self



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motivated and confident in bringing new concepts and ideas to our organization. You are action oriented and attentive to details.

While this is primarily an office-based role, you will be required to undertake occasional travel. Evening or weekend work may be required during peak operational periods and there will be times when you need to respond to inquiries and incidents outside normal business hours. There will be multiple time pressures and reporting deadlines, with occasional immediate requests for information.

This is a full-time permanent position. The salary range for this position is \$82,650 - \$89,400. Stella's Circle offers health and dental, long-term disability, life insurance, matching RRSP plan, birthday leave, sick leave, personal leave, management leave and three weeks vacation.

How to Apply

Please send cover letter and resume by May 1, 2025 to:

Laura Winters, Lead Executive Officer
Stella's Circle
Email: l.winters@stellascircle.ca

About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to help transform lives through Real Homes, Real Help and Real Work. Our wrap-around housing, mental health, and employment programs are rooted in recovery and inclusion. Our vision is A Home. A Job. A Community – for everyone. Learn more at StellasCircle.ca.

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.