



Job Posting: HR Manager at BFM Foundation Canada

BFM Foundation Canada is a national Christian organization with over 50 Mission Thrift Stores across Canada. The net revenue from all Mission Thrift Stores is devoted to the Joint Ministry of BFM Foundation Canada and Bible League Canada (BLC). These funds are used to establish adult and children's literacy programs, church planter training and distribute Bibles in many places around the world. The stores are operated primarily by dedicated volunteers.

Why Work Here?

Looking to join a dynamic group of passionate, mission-focused people, look no further! We provide a unique opportunity to work in a Christ-centered environment where the team is joined together by a common goal; our Joint Ministry with BLC. Take joy in knowing that your work is transforming lives, worldwide, through the Living Word of God! Thrive in a place where integrity matters. Know that your input is valued as we continue to grow. We love to celebrate our volunteers and keep the fun in everything we do!

Primary Activities:

- Recruits, interviews, and collaborates for hires and training of new staff in the BFM office.
- Oversees and supports Mission Thrift Store HR related activities in collaboration with Regional Directors.
- Provides constructive and timely performance evaluations of BFM staff.
- Handles and oversees discipline and termination of BFM employees in accordance with company policy and Provincial/Federal guidelines.
- Collaborates with senior leadership to understand the organization's goals and strategic planning related to staffing, recruiting, and retention.
- Assist Mission Thrift Store Boards and Managers with HR issues, providing sound, accurate guidance, in accordance with the labour laws of the applicable jurisdiction.
- Collaborates with senior leadership to plan, lead, develop, coordinate, and implement policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategic needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identifies BFM office staffing and recruiting needs; develops and executes best practices for hiring and talent management.

- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
- Monitors and ensures the organization's compliance with federal, provincial, and local employment laws and regulations, and recommended best practices; reviews and modifies BFM and Store policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements HR budget.
- Facilitates professional development, training, and certification activities for BFM staff.
- Performs other duties as required.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least five years of human resource management experience required.
- HR certification required.

Required Commitment:

- Follower of Jesus Christ who wholeheartedly subscribes to the BFM Foundation Thrift Store Development Ltd.'s Statement of Faith and Purpose
- In fulfilling your responsibilities, you will be required to pray with people who work or volunteer for Mission Thrift Stores. This may include but is not limited to opening in prayer at Mission Thrift Store Board and/or Staff Meetings, Mission Thrift Store events, BFM Foundation (Canada) Annual Conference
- A love for Bible-based ministry in Canada and around the world.

- Cultural, economic, and environmental sensitivity

Working Conditions:

The HR Manager will report to the Chief Operating Officer (COO) of BFM and collaborate regularly with other BFM Staff. Some travel is required for staff meetings, regional events, and other functions. This position offers flexibility in location, as the HR Manager may choose, with approval, to work from home, work from the Newmarket Office, or a mixture of both. This is a permanent, full-time position.

How to Apply:

Interested in advancing the purpose of BFM Foundation Canada with us? We look forward to hearing from you! Please submit your cover letter and resume by Friday, December 30, 2022 to admin@missionthriftstore.com

BFM Foundation (Canada) welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.