



Job Posting: Human Resources Manager

About Us

Sandgate Women's Shelter of York Region Inc. is a feminist organization established in 1992. We are dedicated to empowering all persons who identify as women and their children through safe shelter, resources, information and advocacy to eliminate violence in their lives. We operate within a harm reduction, feminist and intersectional framework.

The Opportunity

We are seeking a passionate and experienced Human Resources Manager to join our team. Reporting to the Executive Director, this role provides HR leadership, support, and strategic direction across the organization. The ideal candidate brings expertise in HR management within the nonprofit sector and a commitment to feminist, anti-oppression principles.

Position Details

Hours: 21 hours per week (part-time)

Location: Hybrid – remote work from home office and onsite at Sandgate Women's Shelter sites (Jackson's Point shelter site and administrative office)

Compensation: \$36–40.00 per hour, commensurate with experience

Classification: Non-unionized position

Note: Some evening and weekend availability may be required.

Key Responsibilities

- Provide HR leadership, strategic direction, and guidance to staff, management team, and Board
- Lead organizational policy and procedure development, compliance, and communication
- Oversee recruitment, hiring coordination, onboarding, and orientation processes
- Ensure adherence to labor laws, employment standards, and the Collective Agreement (OPSEU)
- Provide strategic guidance throughout collective bargaining negotiations and on the interpretation and administration of the Collective Agreement
- Manage performance management processes including evaluations, performance improvement plans, and investigations
- Provide timely and meaningful feedback that is candid and direct to help team members develop with a strong focus on quality
- Encourage and inspire team members to perform at optimal levels through effective role modeling
- Maintain accurate employee records and personnel files using Bamboo HR
- Lead diversity, equity and inclusion initiatives with feminist, anti-colonial, anti-racist, and anti-oppression approaches
- Participate on Health and Safety and Pay Equity committees
- Identify organizational capacity-building needs and recommend trainings
- Support employee benefits administration, workplace safety, and regulatory compliance
- Provide strategic guidance to the management team and attend operations meetings



Qualifications and Requirements

- College or University Degree in a relevant discipline, or equivalent experience (3–5 years management)
- 3+ years progressive experience in social services or nonprofit sector, with some years in HR
- Knowledge of employment legislation (Employment Standards, Ontario Human Rights Code, OH&S, Pay Equity, WSIB/CNESST)
- Unionized environment experience
- Foundational understanding of gender-based violence, particularly intimate partner violence
- Commitment to feminist, anti-colonial, anti-racist, anti-oppression approaches
- Excellent organizational, time-management, oral and written communication skills
- Demonstrate effective conflict management techniques
- Demonstrate self-improvement and advancement of own skills
- Exceptional relationship-building and conflict resolution skills
- Ability to work with diverse identities and communities
- Driver's License, reliable vehicle, and up to date insurance
- Current Police Record Check and Vulnerable Sector Screenings

Strong Assets

- Certified Human Resources Professional (CHRP) designation
- Experience in the violence against women sector
- Fluency in a second language
- Experience with HR data collection programs (Bamboo HR preferred)

Why Join Sandgate?

At Sandgate, you will be part of a dedicated team committed to ending gender-based violence. This role offers the opportunity to shape HR practices through a feminist and intersectional lens, contribute to meaningful organizational change, and support a team doing vital community work. We offer a flexible hybrid work arrangement and a collaborative, values-driven environment.

How to Apply

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and interest in this position.

Application deadline: Friday, October 23 at 5pm

Please submit a cover letter and resume to:
Lisa Peters, Administrative Assistant
Sandgate Women's Shelter of York Region Inc.
Email: LisaP@sandgate.ca

Sandgate Women's Shelter of York Region Inc. is committed to building a diverse and inclusive workforce. We encourage applications from all qualified individuals, including those from equity-deserving groups. Accommodations are available upon request for candidates participating in the selection process.