



People & Culture Manager

About Kingston Literacy & Skills (KL&S)

KL&S is a not-for-profit community organization that delivers language instruction for newcomers, literacy upgrading and workforce preparation programming to adults in Kingston and surrounding communities.

If you are looking for a unique position where you will get hands-on experience by providing professional administrative support to the Executive Director, this is a position for you. You will provide support where required to ensure that the administrative and human resources functions are carried out in an efficient, effective and timely manner. You will be supporting the day to day programming needs of LINC (Language Instruction for Newcomers to Canada) and LBS (Literacy Basic Skills Program).

People & Culture Role

Reporting to the Executive Director, the People & Culture Manager is responsible for the day-to-day administration of a range of human resources and office administrative functions. Areas of primary focus include payroll, record keeping, client records, scheduling, training, benefits administration, public engagement, workplace culture, employee onboarding, health and safety, and office administration. The People & Culture Manager will also provide support, as needed, in the areas of recruitment, policies and procedures, training, and employee communications and support. They are committed to confidentiality, equity, and providing employee and administrative support which in turn ensures that KL&S employees can continue to provide exceptional service to our clients.

Required Qualifications, Experience and Skills:

- Post-Secondary Education in Business Administration, Social Work, or Human Resource Management, and/or equivalent relevant experience
- Min. 1-2 years of People & Culture (or Human Resources (HR)) experience in a fast-paced environment
- At least one year of experience working in payroll administration
- Experience engaging employees, clients, and community partners/volunteers
- Experience dealing with confidential information with a high degree of diplomacy
- Enthusiasm for EDI and for creating strong workplace culture
- Excellent organizational skills and the ability to balance competing priorities
- Excellent communication skills, both oral and written
- Demonstrated interpersonal skills including developing trust and professional relationships, and providing effective internal and external customer service
- Knowledge of current labour laws, Human Rights and Employment Standards
- Must have strong attention to detail, time management and organizational skills, and ability to work both collaboratively and independently

Additional Assets:

- Exposure or experience working with Human Resources Information System (HRIS) is an asset
- Experience reporting within government-supported reporting (ex: HARTs, iCARE, CaMS, SP-Connect) is an asset
- Experience as an employee or volunteer (ex: Board Director) of a Nonprofit Corporation/Registered Charity in Ontario is an asset
- Multilingualism—including proficiency in Arabic and/or French—is an asset

Interested candidates can request a full job description and submit a **cover letter and resume** by April 21, 2023 to:

Sharen McDowall
KL&S Manager of Human Resources
Email: smcdowall@klsread.ca
Website: www.klsread.ca

KL&S hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

If you are contacted to participate in the recruitment, selection and/or assessment process, please advise the interview coordinator of any accommodations needed with respect to any materials or processes used to ensure you have access to a fair and equitable process. Alternate formats will be provided upon request throughout the recruitment and selection process. If you require accommodation in order to participate as a candidate in the recruitment.

Thank you to all applicants for their interest in KL&S. However, only those selected for an interview will be contacted.