



*Life is Short*  
**Work Somewhere Great!**

McMan – South Region is looking for our next

## **Human Resources Director**

Are you ready to make a direct and immediate impact? Ready to do more than paperwork at a desk? We are currently searching for a passionate, energetic and people-focused Human Resource Professional interested in supporting the success of the McMan Youth, Family and Community Services South Region team. The areas we serve include Medicine Hat and surrounding rural communities, Lethbridge and Pincher Creek.

We provide a wide range of services for youth, families and adults across southern Alberta. We take pride in being a responsive and innovative agency that truly "steps up" to help lift people to their best life possible. From our local board of directors to our professional staff and volunteers, we care about what we do, we care about the people we serve and we care about the communities and society in which we live.

As our Human Resources Director you are the lead in our workforce management. The position is based in Medicine Hat but will include time working in and with both the Medicine Hat and Lethbridge teams. You will make an immediate impact by recruiting great team members, providing an effective orientation and development experience, and ensuring the work environment is the best and safest it can be!

Here's what we have to offer you:

- Competitive compensation (to be discussed at interview) and excellent benefits (including pension).
- Professional development opportunities tailored to meet your needs.
- A supportive network of Directors located in Lethbridge and Medicine Hat
- Opportunities to expand your experiences and grow your skills as a non-profit leader.
- A professional, positive and energized workplace.
- A supportive and committed volunteer Board of Directors.
- Opportunities to use your skills and experience to strengthen best practices in all areas of agency life.
- A strong team of smart, hardworking, open-minded and skilled staff, supervisors and managers.

Besides using your human resource skills, this position will give you the opportunity to work with the program teams to create a healthy work environment where team members deliver great service to our clients, funders and other community stakeholders.

This position will provide you with a wide variety of responsibilities including but not limited to:

- HR department operations and management,
- onboarding,
- orientations,
- identifying, approving and arranging all training both in-house and external,
- conference attendance,
- Occupational Health and Safety lead,
- lead the "Staff R Us" team
- Provincial and Regional policy management

All of which will allow you to be in the details while having input into the big picture, as well.

We will need you to be an effective organizer and a fabulous people person. Managing multiple priorities and enjoying a fast-paced environment are absolutely essential to your success. We would like you to be a great colleague and team player, too! This is a wonderful opportunity for you to use your 5+ prior years of experience as a Human Resources Professional (note - you must have Human Resources Professional education to be eligible for this position).



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**Job Requirements:**

We need you to be resilient, able to balance strategy and implementation, an effective problem-solver and able to manage a number of responsibilities. This career opportunity will allow you to elevate your human resource knowledge, skills and abilities and your leadership experience in ways that will directly impact those we serve. Managing multiple priorities and enjoying a fast-paced environment are absolutely essential to your success.

An Associate's degree is required while a Bachelor's or higher degree is highly preferred. We would also prefer you have some prior experience in non-profit and social services, but are willing to consider someone who can demonstrate the ability to learn. Your resume will be required to reflect good job stability and progressively increasing levels of responsibility in prior roles.

McMan believes in the value of diversity within our workforce and is an equal opportunity employer.

**If you are an experienced and talented HR Professional who is ready for your next career step, we would like to talk with you!**

**Please send your resume and cover letter to: [medicinehat@mcm.ca](mailto:medicinehat@mcm.ca)**

