

**Position Title****Business Partner, People and Culture**

Reports To

Executive Director

Position Type

Part-time (30 hours per week) – Hybrid. Remote and in-person at the JMMF Admin Building in Morinville. Attendance at meetings, trainings, and other functions as requested by the Executive Director.

Compensation

\$35–\$40 per hour (based on experience); comprehensive benefits plan, workplace savings program, vacation, and wellness benefits.

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**Position Summary**

The People and Culture Business Partner is a key strategic and operational role that builds strong, trust-based relationships across the organization by delivering proactive, solutions-oriented support to employees and leaders. This role champions diversity, inclusion, employee engagement, and operational excellence aligned with JMMF's mission of safety, empowerment, and community resilience.

Reporting directly to the Executive Director, the People and Culture Business Partner acts as an expert advisor on core People and Culture pillars including compensation and benefits, training and development, labour laws and labour relations, and employee experience. The role ensures best practices are followed, employees are supported throughout their employment cycle, and the organization continues to foster a culture of trust, transparency, and staff development.

The successful candidate demonstrates strong problem-solving abilities, works collaboratively across departments, maintains the highest standards of confidentiality and professional integrity, and is deeply aligned with JMMF's mission and values.

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**Key First-Year Deliverables**

Key deliverables and responsibilities in the first year will include:

- Leading the full integration of Citation Canada as JMMF's core HRIS and OHS platform, ensuring it is embedded in day-to-day HR, health, and safety practices.
  - Developing and initiating a practical strategy and work plan to advance the strategic priority of Strengthening our foundation through organizational wellness, including clear milestones, timelines, and success measures.
  - Collaborating with leadership to align HR, OHS, and wellness initiatives under this priority, and translating the plan into concrete actions, communications, and supports for staff and managers.
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## **Core Responsibilities**

### **Strategic Leadership and People Operations**

- Partner with the Executive Director and managers to design and deliver people initiatives that foster an inclusive, equitable, and high-performing organization.
- Contribute to the development of JMMF's human resources and people and culture strategy, including performance management frameworks and organizational development programs.
- Collaborate with the Executive Director and Senior Accountant to develop annual training and professional development budgets aligned with organizational priorities and funding constraints.
- Provide expert guidance on employee relations, coaching leaders on managing performance, engagement, and workplace harmony.
- Advance continuous improvement by contributing data-driven insights to leadership decision-making.
- Collaborate cross-functionally to ensure people strategy aligns with organizational and community goals.
- Support leaders in managing performance and workplace concerns with a focus on early intervention and collaboration.
- Deliver employee information sessions to communicate People and Culture-related organizational changes that may impact employee roles.
- Act as the first point of contact for responding to employee concerns, grievances, and investigations.

### **Employee Relations and Labour Relations**

- Support the resolution of employee relations issues through coaching, conflict resolution, and progressive discipline, under the direction of the Leadership Team.
- Maintain comprehensive knowledge of HR-related legislation, including Alberta Employment Standards, Workers' Compensation Board, and Human Rights Act requirements.
- Ensure compliance with employment law and organizational standards in all employee relations matters.
- Advise managers on policy interpretation, employee relations best practices, and compliance obligations.

### **HR Administration, Payroll, and Benefits Management**

- Support the Senior Accountant with accurate and confidential administration of payroll on a biweekly basis.
- Manage and communicate employee benefits, leaves, and support documentation to ensure clarity and compliance.
- Provide employees with guidance on organizational benefits plans, leaves, and legislative rights.

- Support job evaluation, market research, and compensation structure reviews to ensure fairness and equity.
- Maintain HR records, policies, and organizational standards in compliance with employment law.
- Manage HRIS systems, SharePoint, and Citation Canada to ensure accurate data maintenance and reporting.

#### **Recruitment, Onboarding, and Retention**

- Lead recruitment and selection initiatives aligned with JMMF's mission and values.
- Design and support comprehensive onboarding and orientation programs.
- Foster employee engagement through recognition programs, surveys, and relationship-building.
- Lead retention initiatives and support succession planning efforts.
- Ensure effective documentation, reporting, and data tracking for HR metrics and talent analytics.

#### **Employee Experience, Learning, and Development**

- Design and support learning and development programs that foster staff growth and organizational capability.
- Provide front-line HR support to all employees, modeling inclusive communication and accessibility.
- Mentor and support colleagues, promoting organizational learning and well-being.
- Research and identify grants, subsidies, and external funding opportunities to support staff training and professional development, working with Finance to align spending with approved budgets.

#### **Health, Safety, and Well-being**

- Provide oversight and management of Workplace Occupational Health and Safety in accordance with provincial regulations.
- Develop and update Occupational Health and Safety policies to reflect best practices and regulatory requirements.
- Serve as a member of the Health and Safety Committee and the Wellness Committee.
- Collaborate to review and implement health and safety policies, supporting proactive risk management.
- Support workplace accommodations and wellness initiatives that foster employee well-being.

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#### **Key Competencies and Attributes**

- Proven ability to build and develop relationships while establishing trust and credibility with internal and external stakeholders.

- Skilled communicator and relationship-builder, comfortable working independently and as part of a small team, with excellent written and verbal communication abilities.
  - Strong critical thinking and problem-solving skills, with the ability to assess complex situations, generate solutions, and make timely decisions.
  - Proven ability to lead change, build trust, and develop people-centric solutions aligned with organizational values.
  - Strong understanding of Alberta Employment Standards, Human Rights legislation, payroll processes, and HR best practices.
  - Detail-oriented and proactive, with the ability to shift priorities as needed and manage multiple projects with competing timelines.
  - Values-driven professional with a demonstrated commitment to diversity, inclusion, and equity.
  - Ability to maintain confidentiality at the highest level and practice discretion with sensitive information.
  - Advanced proficiency in HR/payroll software, QuickBooks, MS Office; comfort with hybrid work models and digital collaboration tools.
  - Demonstrated commitment to continuous learning and professional development in HR practices and organizational development.
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### **Qualifications and Experience**

- Bachelor's degree in Human Resources or a related field (equivalent combinations of education and experience will be considered).
  - CPHR designation is considered an asset.
  - Minimum 3–5 years of relevant HR professional experience; experience in nonprofit or social sector organizations is considered an asset.
  - Working knowledge of multiple HR disciplines, including recruitment and selection, performance management, organizational development, diversity and inclusion, and employee and labour relations.
  - Comprehensive knowledge of HR-related legislation such as Alberta Employment Standards, Workers' Compensation Board, and Human Rights Act.
  - Proven ability to establish trust and credibility with internal and external stakeholders.
  - Self-starter who is eager to learn, take initiative, and follow through on projects with accountability.
  - Proficiency in HR/payroll software, QuickBooks, MS Office Suite; comfort with HRIS systems and digital collaboration platforms.
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### **Working Conditions**

- Thirty (30) hours per week, Monday to Friday, with flexibility to work additional hours as required to meet organizational needs.

- Hybrid position; must have a dedicated home office environment that allows for secure and confidential work.
  - In-person workdays at the JMMF Admin Building in Morinville as required.
  - Travel within the Sturgeon County area may be required.
  - Moderate to high effort required to meet deadlines, manage multiple priorities, maintain confidentiality, and respond to time-sensitive situations.
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#### **Additional Requirements**

- Current and valid Criminal Record Check

#### **How to Apply**

Email your resume to [hr@jmmf.ca](mailto:hr@jmmf.ca) with the subject line "Business Partner, People and Culture, First name Last name."

*We thank you in advance for your resume submission. Only those identified for a pre-screen interview will be contacted.*