



REACH  
A CHILD.  
RAISE  
A LEADER.  
RESTORE  
COMMUNITY.

## **Job Position:** Human Resources Director

### **Overview**

UrbanPromise Toronto is a non-profit organization that commits to a 20-year journey with a child and their family. Our Mission is to reach children in Toronto Community Housing with the love of Jesus, and raise them into leaders, who restore their community.

UrbanPromise Toronto is seeking a Human Resources Director to join our leadership team, to be responsible for the recruitment, training, people management, and culture building processes.

### **Responsibilities**

- Develop and coordinate yearly plan for staff, care, training and development opportunities
- Create a rhythm of intentional pause for ministry reflection and spiritual refreshment
- Offer tools for staff to focus on their own wellbeing and resiliency in ministry
- Ensure workplace safety and compliance with Ontario Employment Standards Act
- Maintain and ensure compliance to UPT Staff Policy and Procedures
- Tracking System for Staff Files
- Oversea recruitment, onboarding, orientation & exiting processes
- Maintain up to date staff certifications (Safe Food handling, First Aid & CPR, and vulnerable sector checks)
- Contribute to organizational strategic planning, vision, culture and team building

### **Qualifications**

- A deep personal relationship to Jesus and member of a local church
- Agreement to UPT Statement of Faith, Mission, Vision and Core Values
- 3-5 years' experience and/or education related Human Resources management
- Strong knowledge of employment laws and regulations.
- Excellent interpersonal, communication, and problem-solving skills.
- Effective skills in planning and facilitating staff gathering, team building, spiritual growth and professional development
- Strong administrative and organizational skills
- Able to work well independently and in a team setting

### **Compensation**

- Faith based support raising model. Successful candidate is required to raise prayer and financial support.

Interested candidates should send their resume and cover letter to [hr@urbanpromise.com](mailto:hr@urbanpromise.com)

#### **OUR VISION**

A generation of young leaders  
from Toronto Community Housing  
who love Jesus and serve their community.

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**URBANPROMISE.COM**