

cultiver
cuisiner
partager



food
people
community

Santropol Roulant embauche!

Director of Human Resources and Operations

Santropol Roulant is seeking a positive, passionate, and collaborative individual to join our team as our new Director of Human Resources and Operations.

About Santropol Roulant

Santropol Roulant uses food as a vehicle to break social isolation between generations. Creatively and collaboratively, we strengthen and nourish our local community with our novel approaches to active community engagement, youth leadership, food security and social inclusion.

The Roulant's staff is young and dynamic with job descriptions and responsibilities that can exceed experience. As such, opportunities to learn and grow are key benefits of working at Santropol Roulant. Our working culture is to offer support as together we develop the competencies required to ensure that our collective impact matches organizational and personal aspirations.

About the position

Reporting to the Executive Director, the Director of Human Resources and Operations focuses on developing a strong and engaged team, supporting the staff in their personal and professional development, and playing a key role in maintaining our organizational values and working culture. The person in this role is responsible for **overseeing the systems and processes** that enable the Roulant to have the right people, in the right roles at the right time. We are currently a staff of 16 full-time, 5 part-time, and a dozen temporary interns.

Along with the Executive Director, the successful candidate will also be called upon to develop strategies and plans that foster an exceptional, flexible and collaborative work environment while enabling the Roulant to achieve its leadership development and community engagement objectives.

This role is also responsible for supervising the operation of our building; ensuring that the highest standards of safety and comfort are achieved and maintained, and that all legal specifications are adhered to.

Key responsibilities

- **Staffing:** Identifying human resources needs and developing strategies to fulfil them. Planning and executing staffing transitions as necessary. Coordinating all staff hiring, orientation and evaluation processes.
- **Team development:** Creating a flexible and collaborative work environment for staff, partners, supporters, volunteers by encouraging ongoing learning and development.
- **Schedules:** Manage everything to do with staff schedules, including orientation schedules, vacations, meals-on-wheels shifts, office presence, take-back time, etc.

- **Policy creation:** Evaluate, update and monitor adherence to all policies connected to human resources and operations.
- **Fundraising:** Identifying, securing and reporting on salary funding, through internship programs and other available salary grants and partnerships. Maintaining relationships with corresponding funders.
- **Budget:** Creating annual human resources and operations budgets. Monitor expenses.
- **Facilities management:** Coordinating maintenance of office space, including equipment, supplies, and arrangement; creating and maintaining an open, flexible, creative and productive work space.
- Oversee development and maintenance of IT systems, coordinating our physical information management systems.

We are looking for candidates with the following interests, skills, profile and experience

- Demonstrated experience with:
 - o Training
 - o Human Resource Management
 - o Collaborative conflict resolution
 - o Project management
- Passion for participatory processes, lifelong learning and playing a key role in creating a vibrant and healthy organization
- Excellent communicator in both English and French; written bilingualism isn't necessary but would be considered an asset

Intangibles

- Superior interpersonal skills
- Empathetic disposition and a good listening; naturally open and approachable
- Highly organized and adept at multi-tasking
- Capacity to work in an occasionally stressful environment and not become stressed
- Champions the values & principles of Santropol Roulant

Additional Details

This is a full-time permanent position with 40 hr/week, with a schedule from Monday to Friday and occasional week-end work, and an hourly wage of \$16.50. The expected start date is late June.

To apply, mail or drop off your **CV** and **cover letter** to our offices at 111 Roy Street East, or send your application by email to [rh\(at\)santropolroulant.org](mailto:rh(at)santropolroulant.org) before June 16th, 2014 at **9:00am**. Applications should be addressed to the *Director of Human Resources and Operations Committee*. Incomplete applications will not be considered. Due to a high amount of applications, candidates will be contacted only if they are chosen for an interview. The first round of interviews will take place around the the end June. For more information contact Pier at 514-284-9335, or at [rh\(at\)santropolroulant.org](mailto:rh(at)santropolroulant.org), visit our website <http://santropolroulant.org/>, or stop by our office.

Santropol Roulant is an inclusive environment. We welcome a diversity of applicants including those from traditionally under-represented groups. Please feel free to indicate so in your letter, if this is your case.