

cultiver  
cuisiner  
partager



food  
people  
community

Santropol Roulant is hiring!

# Director of Human Resources and Operations

*Santropol Roulant seeks a positive and passionate social change agent to care for our team and develop our internal processes*

## 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 sometimes exceed their experience. As such, opportunities to learn and grow are key benefits of working at Santropol Roulant. Our working culture supports staff members in developing the skills required to ensure that our collective impact matches organizational and personal aspirations.

## About the Position

The successful candidate will focus on developing a strong and engaged team, supporting the staff in their personal and professional development, and playing a key role in overseeing the systems and processes that bring to life our [organizational values](#) and working culture.

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 objectives related to inclusive hiring practices, leadership development and strategic plan benchmarks. We are currently a staff of 15 full-time staff members, 5 part-time staff members, with over a dozen temporary interns joining us at different moments throughout the year.

This role is also responsible for supervising the operation of our building, optimising the use of our physical space to maximise efficiency and well-being, and ensuring that all legal specifications are adhered to.

## Key responsibilities

- **Staffing:** Identifying human resources needs and developing strategies to fulfill them. Planning and executing staffing transitions as necessary. Coordinating all staff hiring, orientation and evaluation processes.
- **Policies and processes:** Evaluating, updating and monitoring adherence to all policies connected to human resources and operations. Maintaining and developing tools, systems and processes to support good communication and equitable participation in shared responsibilities.
- **Team development:** Creating a supportive and collaborative work environment for staff, partners, volunteers and other community members 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.
- **Fundraising:** Identifying, securing and reporting on salary funding, through internship programs and other available salary grants and partnerships. Maintaining relationships with corresponding funders.
- **Budget:** Manage the human resources and operations budgets and monitor related expenses and revenues.
- **Facilities management:** Creating and maintaining an open, flexible, creative and productive work space; attending to office space arrangement and maintenance; purchasing of equipment and supplies.
- Oversee development and maintenance of IT systems, coordinating our physical information management systems.

cultiver  
cuisiner  
partager



food  
people  
community

**Ideal candidates will have the following interests, skills and experiences\*:**

- Passionate about the mission and values of Santropol Roulant, especially related to collaborative decision-making, lifelong learning, organisational vibrancy, and innovative social change.
- Demonstrated experience with:
  - Human resource management
  - Collaborative conflict resolution and facilitation
  - Project management
- Excellent communicator in both English and French; written bilingualism would be an asset
- Superior interpersonal skills; empathetic disposition and a good listener
- Highly organized, detail-oriented and adept at multi-tasking
- At ease with working under pressure while maintaining a supportive atmosphere for co-workers

**Please additionally include in your application which of the following interests, skills and experiences\* that you have which would be an asset to this position:**

- Understanding of how race, class, sexism, ableism and other forms of systemic oppression relate to community organisations, human resources management, charity work and social change.
- Comfortable with developing new tools and systems and guiding a team through changes in internal processes
- Experience with budget management
- Valid driver's license

*\* Note that relevant experience may be acquired through educational, lived experience, volunteer experiences or paid employment.*

**Contract Details**

This is a full-time (40 hours/week), permanent position at \$17.17/hr in accordance with Santropol Roulant's Salary Policy which also includes health and professional development benefits and annual salary augmentations. We ask for a minimum commitment of 2 years. The work schedule is from Monday to Friday, 9:15 to 5:15 for the majority of the year, with occasional evening commitments. The selected candidate should additionally expect to work approximately one Saturday per month, in rotation with other staff members, taking a day off to compensate in the following week. The anticipated start date is in mid-October 2017.

*As an organization that works to break social and economic isolation and bring people together across social barriers, Santropol Roulant recognizes that people who experience structural oppression and marginalization have a lot to offer our community. People of colour, people from racialized communities, people with disabilities, two-spirited and queer people, trans people, and other candidates who experience marginalization are strongly encouraged to apply. Our primary office space is step-free and has an accessible washroom, but our second floor and basement are not wheelchair accessible. Please contact [Stephanie](#) if you have any questions about the accessibility of our work area or your participation in an interview process. For more information about how to apply for a job at Santropol Roulant, [click here](#). For more about our hiring policies, [click here](#).*

To apply, please send a CV and cover letter detailing your relevant experience and interest in the position to Stephanie Childs at [rh\(at\)santropolroulant.org](mailto:rh(at)santropolroulant.org) or 111 Roy East, Montreal, Quebec, H2W 1M1. The deadline to apply is **Monday, September 25<sup>th</sup> at 9am**. Only candidates chosen for an interview will be contacted. You can reach us at 514-284-9335 or by email to [stephanie\(at\)santropolroulant.org](mailto:stephanie(at)santropolroulant.org) with any questions or clarifications.