



Job Title: Human Resource Manager

Status: 0.8 Full Time Equivalent

Working Days: Typically, Monday to Thursday; a spirit of flexibility is expected

About Southridge Community Church

Our church exists to foster a lifestyle of full devotion to Jesus Christ that shares His love across the Niagara Region. As a multi-site community with three locations (St. Catharines, Welland and Vineland), where each is most defined by its missional “Anchor Cause” of compassion and justice (including the largest homeless shelter in the Niagara Region).

Role

The Human Resource Manager oversees the activities of Human Resource related to the various ministries of Southridge, including (but not limited to) payroll and HR administration, policy and legislation. As a part of the Ministry Services department, this role functions as part of a team of operational directors and managers supporting all other departments and programs of Southridge Community Church, including Homelessness Services and the social enterprise of the Southridge Jam Co.

As with any of our staff roles, we’re looking for someone with *Character* that pursues Christ, *Competency* to do the job and *Chemistry* that gels with our staff, and a solid fit with our *Culture*.

Requirements

- Degree/diploma in Human Resource or equivalent education or experience
- Must be proficient in Microsoft Office applications
- Detail oriented with the ability to multi-task
- Ability to work independently and to take initiative to accomplish assigned tasks accurately and by established deadlines
- Experience with ADP or Ceridian is considered an asset

Responsibilities

- **Payroll Administration**
 - Prepare, Input and Upload Payroll - biweekly
 - EHT tracking, Remittance and Annual return
 - Timesheet Creation and Distribution
 - Oversee T4 and RRSP tax statement
- **Human Resources Administration**
 - Hiring Process Oversight – supporting hiring managers through:
 - Job descriptions development and postings
 - Applicant screening
 - Employment Agreement development
 - New Hire Onboarding
 - Staff Training



- Role specific requirements
 - Annual All Staff Training
- Role Change and Exit Process Oversight
- Time Away Management
- Annual HR Dashboard & Memo Preparation
- Group Retirement Plan Oversight and Administration
- Group Health Plan Oversight and Administration
- No Fault Accident Benefit Administration
- Provide Centralized Administrative Support to “Plan to Protect – Vulnerable Adults”
- **Policy and Legislation Compliance**
 - Joint Health and Safety Committee Coordination
 - Legislative Compliance Oversight
 - HR Policy Development and Administration
 - Oversee SUB (Supplemental Unemployment Benefit) Plan
- **Volunteer Team Development**
 - Build volunteer teams, equipping and empowering them to serve and lead within this ministry fostering ownership and value among those involved
- **Other**
 - Actively participate in and contribute to Ministry Services Team meetings, staff meetings and staff retreats, as required

Relationships

Reports to: Ministry Services Director

What We Offer

Southridge is a certified “Best Christian Workplace” committed to a flourishing workplace culture.

We offer a competitive benefits plan and RRSP matching program.

Hiring Statement

We believe that the body of Christ is unified when each of us is encouraged, recognized, and able to serve out of our gifts, and that the church is at its best when church leadership represents the communities in which we serve. At Southridge, we want to do better. We strongly encourage women and men, and people of all ethnicities and abilities who love Jesus and are aligned with our vision and values, to consider applying for a staff role.

We strive to achieve equality in the workplace, which means no one will be denied employment opportunities or benefits for reasons unrelated to fit for a role. We also understand employment equity means more than treating individuals in the same way but requires special measures and the accommodation of differences. In this way, we are following Jesus in our hiring practices to create a diverse and inclusive workplace reflecting the body of Christ.

To apply email careers@southridgechurch.ca