



Volunteer Job Posting

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| Job Title: | Director, People & Culture | Department: | People & Culture |
| Status: | Volunteer, On-going (More than 1 year) 5-10 hours/week (may increase as needed) | Reports to: | Executive Director |
| | | Job ID # | #20-P&C-02 |

ANNISAA Organization of Canada (the Agency) is a Muslim women's empowerment organization providing a significant benefit to the Muslim community by empowering Muslim women and girls to effectively address the challenges of integration and self-empowerment.

All Charitable donations are funded solely by the Founder and ED of ANNISAA. The Agency has no payroll obligations and is staffed entirely by volunteers who share ANNISAA's vision.

ANNISAA Organization of Canada (the Agency) is currently accepting applications from qualified candidates for the position of Director, People & Culture.

In this role, you will lead and execute our People & Culture objectives, goals and strategies. In collaboration with our Senior Leadership Team and with the support of our HR Assistant you will establish and execute ANNISAA's vision and mission, goals and strategies. You will ensure our largely distributed and remote team of individuals are engaged and productive. You will build and maintain a healthy and inclusive culture that aligns with our Organizational Values.

THE IDEAL CANDIDATE HAS:

- A track record of taking initiative in managing competing organizational and departmental priorities and working effectively under pressure when facing extremely short deadlines
- The ability to work independently and to undertake supervisory responsibilities as needed
- Strong organizational skills and demonstrated capacity to develop and implement practical strategies, plans, and solutions to identified issues and problems
- The ability to work effectively with others at varying levels of the organization and consistently display a high level of professionalism in all interactions including experience with maintaining confidentiality as needed
- Exceptional research, writing, analytical and organizational skills, and the ability to convey complex concepts in a clear, concise and logical manner
- Superior critical thinking skills, including the capacity to identify and appropriately assess and order competing interests and priorities.
- A proven ability to assimilate information gathered through research and consultations, apply that information in creative and cross-cutting ways, and to synthesize appropriate strategies and responses.



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- Excellent diplomacy skills and ability to converse easily with prominent academics and significant leaders in the non-profit and philanthropic community. First-rate verbal and written communication skills

RESPONSIBILITIES:

- Lead organizational culture building strategies and uphold ANNISAA's values
- Lead inclusion, and engagement strategies, including leading and rotating chair, team member networking opportunities, feedback strategies, and more
- Manage and execute the recruitment program end to end, including developing job descriptions, postings, conducting interviews and liaising with hiring managers, ensuring equitable assessment practices
- Ensure all aspects of HR Compliance (personnel records, employment insurance, labour relations, policies, health and safety)
- Management and administration of organization-wide systems and tools
- Management of People & Culture and all HR policies including ongoing maintenance and continuous improvement to ensure relevance, accuracy and compliance
- Support all employee (Team Member) relations matters
- Manage the performance management program including professional development, recognition, training and review process administration
- Manage HR Assistant and oversee all job duties and responsibilities
- Lead and support People Management engagement, training and development
- Conduct monthly strategy and planning calls with Executive Director
- Prepare reporting to Board of Directors on all P&C highlights and metrics, lead Compensation Committee and Code of Conduct Committee
- Support the Executive Director with developing a strategic plan for the Agency
- Oversee the development and implementation of a comprehensive operational plan detailing goals, objectives and performance standards for programs
- Comply with agency reporting requirements for programs
- Set department meeting schedules and requirements, relationships and reporting duties at the team level
- Seek new opportunities and develop programs in line with strategic direction
- Establish linkages and provide senior leadership with relevant community partners to develop innovative ideas to meet current and evolving client needs
- Participate in public meetings and events to develop and maintain organizational visibility
- Any other duties assigned by the Director of Programs and Services

ABOUT YOU:

- You have a post-secondary degree in non-profit management, human resources, or any other related field is required. A Masters degree considered an asset.
- You have proven work experience as an HR Leader for three (3) years experience working in non-profit, philanthropy or government in a similar role is required. (Graduate degree may be substituted for one or more years of experience).
- Deep knowledge of and experience in all HR functions
- Experience in strategic planning and implementation



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- You have been a champion of Diversity & Inclusions strategy and have executed on organizational programs and initiatives that have made a marked difference in past organizations
- You are fiercely passionate about engagement and building strong and healthy teams
- You have knowledge of labor legislation (multi-provincial is an asset)
- You have excellent verbal and written communication and collaboration skills
- You are strong leadership and decision-making skills
- You have excellent organizational skills and diligence, with an ability to prioritize important projects
- You are able to use metrics and analytics to make data-driven decisions

To apply, please email your resume and cover letter as a single Word or pdf document to volunteer@annisaa.org quoting **File #20-P&C-02** in the email "Subject" line.

ANNISAA Organization of Canada is committed to developing an inclusive selection process and work environment. If contacted for an interview, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by the ANNISAA Organization of Canada Race Relations and Employment Equity Policies.