

PEOPLE AND CULTURE MANAGER

POSITION DESCRIPTION

Student Energy is a global charity building the next generation of energy leaders. We are a hard-working, fast paced team devoted to youth empowerment in the world of energy. Our growing team punches above its weight to develop innovative programs, meaningful international partnerships, and serve our community of young energy changemakers. Check out our [theory of change](#) to see what we do and why.

To support our continued growth, Student Energy is looking to hire a fixed term, full-time (40 hours per week for 1 year) People and Culture Manager.

The People and Culture Manager is a new and vital role that will build upon, improve, and shape the organization's human resource systems. As a rapidly growing organization, we want to build the best systems we can to support our dynamic team and the organization's ambition. This role will be critical to help us grow, build and retain a thriving global team, achieve our equity goals, and maintain what we love about our culture while doing so. If you thrive on turning a vision into reality, putting people first, building scalable solutions, and keeping things running smoothly, we want you on our team.

The Manager will be responsible for the overall operation, administration, and coordination of all areas of human resources, including HR admin, policy management, training and performance, hiring, employment engagement, strategy and planning, and other operations. Reporting to the Director of Impact and Operations, the Manager will also be engaged in a range of strategic organizational priorities or projects. The Manager will oversee the following:

Responsibilities:

Human Resources Administration and Compliance

- Maintain complete, accurate, and up-to-date **personnel files** for all employees and international associates
- Prepare personnel contracts, coordinate with the Finance team on payroll documentation, and track paid time off for both employees and associates
- Lead the review and maintenance of Student Energy's **HR manuals, policies, and procedures**
- Lead the review, maintenance, and administration of Student Energy's **salary grid and benefits package**
- Manage and ensure **compliance** with all mandatory **occupational health and safety** regulations
- Support ongoing **office administration**, including leases, equipment, and insurance
- Identify, apply, and coordinate **wage funding** opportunities for employees

Employee Relations and Engagement

- Work with the Director of Impact and Operations to scope and implement **new tools, processes, surveys, resources, and internal programs** to keep our remote team coordinated, collaborating, happy, and healthy

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- Oversee **employee onboarding and offboarding systems**, including training plans and equipment management
- Develop internal **resources and guidance for managers** related to employee management and remote and asynchronous work practices
- Development of resources to support international staff or associates as needed
- Review, update and maintain Student Energy's **hiring practices**, and support all hiring activities
- Maintain and review our internal **performance and talent management systems**, including annual review processes, professional development, recruitment, and conflict resolution
- Source and coordinate internal **team training** opportunities
- Act as the **first point of contact** for all team inquiries related to internal systems, such as equipment, contracts, benefits program, hiring policies, and more
- Ensure **regular communication and engagement** with employees on critical organization updates, including new policies, processes, and opportunities

Planning, Strategy, and Leadership

- Assess gaps in Student Energy's people and support systems, and create strategies or action plans to address them
- Improve upon existing processes, with an eye for creating scalable solutions as the organization grows
- There will be the opportunity to manage or support the launch of **emergent projects**, including:
 - Implementation of Student Energy's Intersectional Equity Task Force Recommendations
 - Creating a standardized coordinator training and development program
 - Strategy for and operationalization of SE's international growth strategy
 - Research and implementation of international staffing models
- Further embed and advance our organization's commitment to **equity, diversity, and inclusion** across all of our human resource policies and processes
- Conduct research into industry **best practices** as required, and work with the Director of Impact and Operations to ensure continuous improvement across all team systems
- Maintain **HR metrics** and track progress on HR goals
- Manage **HR contractors or vendors** as needed
- Manage staff within the Operations portfolio, as needed, to meet objectives
- Assist with other organizational priorities as needed

REQUIREMENTS

The ideal candidate will possess the following qualities:

- 2 years of work experience in a related role (operations, human resources administration, etc.)
- Demonstrated knowledge of Canadian labour law and HR best practices
- Experience working in a global setting and demonstrated intercultural competency
- People-oriented, with a drive to support and develop individuals
- Proven ability to act with integrity, discretion, and a commitment to equity, diversity, and inclusion
- Strong personal motivation and desire to continually improve

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- Excellent presentation and active listening skills
- Excellent interpersonal skills and the ability to build connections across all levels of the organization
- Strategic thinker and creative problem-solver
- Detail-oriented and highly organized

Assets:

- Human Resources designation or degree in related field
- Experience in a leadership role
- Interest in youth empowerment, energy, and sustainable energy systems
- Experience with and enthusiasm for working with Salesforce CRM is an asset
- Experience working in a global organization or nonprofit setting
- Ability to speak a language additional to English
- Experience using Asana or project management tools

**Note: If you do not feel like you qualify, but you are interested in the position and are willing to learn please apply. We are interested in a diverse team and willing to train the right person. Explain why you want the position and why you think you should be considered in your cover letter.*

COMPENSATION AND TERM

The People and Culture Manager term will be one year, starting between August 2 and August 15th, with the possibility of extension for the right candidate.

This position is open to Canadian applicants only. Location is flexible within Canada, as Student Energy has transitioned to a virtual remote work environment. We currently have an office space in Vancouver's Gastown neighbourhood, which is available for use by local staff.

The Manager will receive \$50,000-62,000 annual equivalent salary, commensurate with experience, and work full-time up to 40 hours per week. Student Energy offers a competitive benefits package, cell phone stipend, professional development funds, and a flexible work schedule.