

Administrative and Human Resources Assistant

About Divine Renovation

At Divine Renovation, we provide coaching and tools to help parishes escape maintenance mode, reclaim their purpose and get back on track for mission. Through our inspirational events, resources and accompaniment our team brings hope to priests, life to parishes and people to Jesus. We currently have incorporated offices in the following regions: Canada, USA, UK, Australasia and Deutschland. Our Global office (located in Halifax, Canada) determines the global strategy and goals that are to be implemented in the regions.

Position Summary

The Human Resources and Administrative Assistant supports the mission and the Ministry by assisting with human resources processes and administrative operations. This role ensures the consistent and faith-aligned implementation of policies, facilitates smooth daily office functioning, and supports staff and volunteer coordination. The ideal candidate will demonstrate discretion, integrity, and a heart for service within a faith-based workplace.

Key Responsibilities

Human Resources Support:

- In consultation with other team members, prepare ads for job openings and coordinate the recruitment and interview process in alignment with the organization's mission and values.
- Obtain all necessary documentation for new hires and volunteers including criminal record checks, employment or volunteer contracts etc.
- Assist with onboarding and orientation of new staff and volunteers, including safeguarding
- Ensure Regional Accountants have necessary payroll information to carry out the processes through which employees are paid – i.e. start dates, end dates, vacations etc.
- Track employee annual, sick and other leaves
- Maintain accurate employee and volunteer records, ensuring confidentiality and compliance with employment standards.
- Coordinate benefits administration, employee leaves, and performance review tracking.
- Provide necessary changes and updates to other team members responsible for updating web pages, organizational charts etc.
- Support the development and updating of HR policies aligned with Christian values and legal standards.
- Work with other employees as well as external parties to develop and implement the Ministry's safeguarding policies and procedures. Maintain safeguarding records and act as the key personnel related to Safeguarding.
- Assist the CFO with budgeting of expenses related to HR initiatives.

- Manage all aspects of the organization's health and safety program; ensuring the organization remains compliant with the mandates of governmental and certifying agencies in matters relating to Human Resources and Health & Safety in all of the Ministry's regions;
- Assist with securing or executing training and development initiatives designed to improve employee competencies or maintain compliance;
- Promote a positive, respectful, and mission-focused workplace culture.
- Engaging in other activities as directed and/or as necessary for the health and success of the organization.
- Organize and support staff cultural activities and events. (Prayer, Staff Connect etc.)

Administrative Support:

- Coordinate the preparation of quarterly board report packages, including managing various teams and stakeholders who providing reports – ensuring all reports are delivered in time to assemble the package and distribute to board members
- Be available for meetings outside of regular business hours to take minutes and assist with the logistics. (Mostly remote but may involve some travel)
- Manage filing systems for Ministry policies, procedures, board info and key documents
- Process documents that need to be signed and distributed through Doc Hub.
- Provide administrative support to leadership as needed

Scope and Limits of Authority:

- **Direct Reports:** The Human Resources and Administrative Assistant has no direct reports.
- **Working Conditions:** This position operates in a remote work environment. In order to keep up with the expected fast paced growth of the Ministry – the ability to handle frequent change and stressful situations is required. The position involves autonomous work where maintaining confidentiality is of utmost importance.

Core Competencies:

- **Knowledge:** The Human Resources and Administrative Assistant will have a generalized understanding of the Human Resources discipline, including recruitment, retention, performance management, legal compliance, disability management, human rights, and total rewards.
- **Skills:** The Human Resources and Administrative Assistant will be a skilled communicator, an effective technical writer, a critical thinker, and a proficient multitasker. They will also be skilled at managing conflict and navigating difficult conversations.
- **Personal Characteristics:** The Human Resources and Administrative Assistant will be a natural leader and possess a calm demeanor that resists capitulating



to the urgency of the moment. They will be the voice of 'sober second thought' when circumstances require a level head and will excel in putting people at ease. They will also be a competent departmental leader, skilled in engaged listening and possess enthusiasm for learning new things.

Qualifications

While a varying combination of skills and experience may be considered when awarding this position to an applicant, the followings qualifications are considered ideal:

- Post-secondary education in Human Resources, Office Administration or Related Field
- 3 to 5 years of Administrative and/or HR experience ideally in faith-based or non-profit environment;
- Working towards or in possession of a CPHR or CHRP designation; and
- Knowledge of general employment standards and privacy laws with a willingness to learn specific standards of the Ministry regions
- Proficiency in Microsoft Office Suite and basic HR/payroll software
- Strong interpersonal and written communication skills with attention to detail
- Highly organized and able to manage multiple priorities
- Discreet, professional, and committed to confidentiality
- Legal Standing or Clearances: ie - a clear criminal record check.

To apply for this opportunity, please send your CV and a cover letter describing why this opportunity is right for you to resume@divinerenovation.org.