



CAREER OPPORTUNITY

HUMAN RESOURCES MANAGER

WHO WE ARE

BFM Foundation Canada is a national Christian charitable organization with more than 50 Mission Thrift Stores across Canada, which are staffed primarily by dedicated volunteers. The net revenue proceeds from all Mission Thrift Stores are devoted to the joint Ministry of Bible League Canada and BFM Foundation Canada. These funds are used to establish adult literacy programs, provide church planter training, and children's ministry programs in more than 40 countries around the world.

WHY WORK HERE

Join a dynamic team of passionate, mission-focused individuals who are united by a shared purpose: supporting our joint Ministry with Bible League Canada. At BFM Foundation Canada, you will have the opportunity to work in a Christ-centered environment where your contributions help transform lives around the world through the Living Word of God. We value integrity, collaboration, and continuous growth, and believe in recognizing and celebrating the people who make our mission possible. If you are looking for meaningful work with a purpose, you will find it here!

PURPOSE OF THE POSITION

The Human Resources Manager serves as the primary HR partner for Mission Thrift Store Managers, Store Boards, and Support Centre leaders across Canada. Operating in a highly responsive, service-oriented capacity, the role provides day-to-day guidance, coaching, resources, and practical solutions on HR matters. This team leader ensures that the organization runs smoothly and stays legally compliant, operationally effective, and aligned with the mission, values, and culture of Mission Thrift. The role supports workforce planning, talent acquisition, compensation, occupational health and safety, employee relations, employee engagement, performance management, workplace compliance, and risk management initiatives while ensuring leaders have the tools and support necessary to effectively manage their teams.

PRIMARY ACTIVITIES

- Serve as the primary Human Resources partner and advisor to Store Managers, Store Boards, and organizational leaders across Canada, providing practical, timely, and legally compliant HR guidance and support.
- Provide expert coaching and consultation on employee relations, performance management, attendance management, workplace conduct, policy interpretation, corrective action, and other people-related matters.
- Develop and maintain HR policies, tools, templates, resources, systems, and service standards that promote consistent and effective people management practices across multiple locations.
- Oversee full-cycle talent acquisition activities, including position development, recruitment, selection, onboarding, recruitment process improvement, and hiring compliance with applicable employment and human rights legislation.
- Oversee organizational compensation programs, including wage grid administration, salary recommendations, pay equity compliance, and compensation support related to new or evolving positions.
- Support leaders in creating respectful, engaged, and productive workplace cultures that align with organizational values and contribute to employee engagement and retention.
- Manage complex employee relations matters, including workplace investigations, conflict resolution, performance improvement planning, disciplinary processes, and terminations in accordance with organizational policies and legislative requirements.

- Ensure compliance with federal, provincial, and local employment legislation, including Employment Standards, Human Rights, Occupational Health and Safety, Pay Equity, Accessibility, and Privacy requirements across Canada.
- Monitor legislative and regulatory changes, identify organizational risks, and recommend proactive strategies, policies, and practices to maintain compliance and reduce risk.
- Support Occupational Health and Safety programs, workplace accommodations, disability management, claims management, return-to-work programs, incident reporting, and statutory leave administration.
- Lead and develop a high-performing HR team by establishing priorities, managing workloads, monitoring service delivery, conducting performance reviews, and supporting professional growth and accountability.
- Identify opportunities to improve HR processes, technology, and operational effectiveness to enhance service delivery and organizational performance.

QUALIFICATIONS

Education:

- Diploma or Degree in Human Resources Management, Business Administration, or related field. A combination of education and experience may be substituted for preferred education.
- CHRP or other Human Resources designation.

Experience:

- 5+ years of experience in a Human Resources management position.
- Human Resources experience in a charity or non-profit organization would be considered an asset.
- Experience supporting and travelling to geographically dispersed or multi-site operations would be considered an asset.
- Well-versed in Employment Standards Legislation and Human Rights Legislation across all Canadian provinces.
- Experience in delivering Human Resources Best Practices.
- Experience in supporting compensation administration, wage analysis, and salary recommendations.
- Experience in supporting Occupational Health & Safety programs and case management would be considered an asset.
- Experience in coaching leaders.
- Experience interacting with people from diverse cultures, backgrounds, and work styles.

Skills:

- Excellent relationship-building, interpersonal, customer service, and networking skills.
- Strong coaching, consultation, and advisory skills with the ability to influence and support leaders at all levels.
- Leading and developing teams, as well as working collaboratively.
- Demonstrated ability to interpret and apply employment legislation, policies, and HR best practices to complex workplace situations.
- Demonstrated professionalism, discretion, and sound judgment in handling confidential and sensitive information.
- Excellent verbal and written communication skills.
- Demonstrated conflict resolution and mediation skills.
- Excellent organizational skills and attention to detail.
- Strong time management skills, with a proven ability to reliably meet deadlines and adhere to budgets.
- Ability to prioritize tasks and delegate when appropriate.
- Analytical and proactive, with the ability to take initiative, problem-solve, and implement solutions.
- Ability to adapt to changing requirements.
- Proficient with Microsoft Office Suite, HRIS programs, and related software.
- A self-starter with the ability to work independently when required.

WORKING CONDITIONS

The Human Resources Manager will be required to work under the following conditions on a regular basis:

- Moderate travel within Canada.
- Hybrid work arrangement.
- Sitting – remaining in a seated position for sustained periods of time.
- Continuous use of a computer, keyboard, mouse, and phone.
- Driving – operating a personal passenger vehicle.

CULTURE

As a member of the BFM Team, the Human Resources Manager will actively contribute to and uphold the following values:

- **Christ-Centered** – All our discussions and actions reflect our faith and belief that Christ is the center of this Ministry.
- **Volunteerism** – We celebrate the success of Mission Thrift Store is driven by volunteerism.
- **Joint Ministry with Bible League Canada** – We have a mandate and desire to financially support Bible League Canada's global ministry.
- **Integrity** – We are consistently truthful and honest in all our actions, reflecting uncompromising adherence to Godly principles and values.
- **Sustainable Growth** – We believe that responsible, stewardly, and sustainable growth is an integral element to the long-term success of our organization.
- **Innovation** – We consistently and earnestly strive to be adaptable to new and efficient business processes and ideas.

WHAT WE OFFER

- Be a part of sharing the love and hope of Jesus Christ within your community and around the world.
- Attractive compensation.
- A hybrid working arrangement.
- Health, Dental, and Vision Benefits.
- Learning and Development Benefits.
- Paid Time-Off.
- Fun with purpose.

EXPECTATIONS

- \$90,000.00 - \$110,000.00 annually, with full Health Benefits.
- A hybrid working arrangement that requires in-office attendance at our Support Centre (located in Newmarket, Ontario) at least one day per week.

APPLY TODAY!

If you feel that you have the passion, experience, and skillset that would help to advance the purpose of BFM Foundation Canada, we look forward to hearing from you!

Please submit your **Cover Letter and Resume** by **September 28th, 2026**, by email to careers@missionthriftstore.com.

BFM Foundation (Canada) welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.