



YOUNG WOMEN  
in BUSINESS

## POSITION PROFILE

### Director, Human Resources

#### POSITION IDENTIFICATION

**Position Title:** Director, Human Resources

**Reports to:** Board of Directors – Chair of Chapter Development

#### POSITION SUMMARY

The Director, Human Resources is responsible for providing support, resources and advice to YWiB chapters in a coaching and advisory capacity while establishing and maintaining HR processes as well as organization-wide practice and standards. The Director, Human Resources may assist in being the point person for chapters to get general questions and concerns addressed, which are forwarded to other members of the National team or the Board of Directors where necessary.

The Director, Human Resources ensures that there are standardized procedures for hiring, onboarding, performance management, off boarding and other areas across the various chapters as well as the National team. While providing continuous assistance to chapters, the Director is also responsible for ensuring all documentation, access and records for YWiB chapter executives is up-to-date, organized and stored correctly. The Director will working with teams to assist in the strategic HR planning and goal setting process.

#### ORGANIZATIONAL STATUS

The Director, Human Resources reports to the Board of Directors, specifically to the Chair of Chapter Development. Chapter Presidents and/or Chapter HR VPs liaise directly with the Director, Human Resources and is a direct link between the chapter executive team and the Board of Directors.

#### MUST KNOW ABOUT YWiB

The Director, Human Resources is a key resource for existing YWiB chapters and as such must have a strong knowledge base and understanding of all aspects of the organization. The Director should be able to address questions, concerns and provide advice and guidance for issues that may arise regarding potentially confidential matters. In addition to addressing general questions, the Director will assist the Chair of Chapter Development in acting as an advisor to chapters and as such must have experience leading a team with similar functions to that of YWiB chapter teams.

#### WORK PERFORMED

- Regular meetings with Chair of Chapter Development and/or Board of Directors
- Attending chapter team meetings and events as time permits
- Assisting university and city chapters with yearly recruitment planning and off-boarding
- Consult with and coach chapters on issues and HR best practice
- Organize and facilitate HR Portfolio Meetings with all existing chapters as needed
- Identify areas for improvement within chapter HR processes including but not limited to recruitment, engagement, training, performance management, succession planning, etc.
- Communicate relevant information between the Board of Directors and National to chapters
- Research and development of a YWiB-wide recognition program
- Create, organize and compile on-going organizational HR documentation (policies, templates, etc.)

### **SIGNIFICANCE OF POSITION**

This position is instrumental in ensuring that there is clarity across chapters regarding Human Resources practice. The Director, Human Resources ensures that YWiB provides the necessary resources and support to ensure each chapter is successful in hiring, managing, engaging and retaining chapter executives on an ongoing basis. Much of the details of the work of the Director is based on organization-wide needs of YWiB, however, work will also be rooted coaching and mentoring chapters on specific matters.

### **EDUCATION/WORK EXPERIENCE**

A degree or certificate in Human Resources Management coupled with three plus years of experience in Human Resources with a Chartered Professional in Human Resources (CPHR) designation or the candidate is working towards the certification is ideal. Passion for people and learning is required.

### **SKILLS**

The ideal fit for this position is an individual who is experienced and proactive in maintaining strong and positive relationships. The candidate should have strong analytical and problem solving skills allowing them to be able to critically assess situations in a fair manner, identify organizational-level issues, conduct research and present solutions. The ability to work in collaboration with others to implement and communicate strategies and procedures is also an asset. The Director may be required to handle difficult situations or take part in difficult conversations. Most importantly, the ideal candidate has an understanding of the unique challenges that chapters face and the ability to empathize with chapter Presidents and executives.

If you are interested in this position please send your resume with the subject line Director, Human Resources to [national.hr@ywib.ca](mailto:national.hr@ywib.ca)