

Human Resources Manager

Full time, permanent position – 37.5 hours per week

Estimated start date early September 2025

Who are we?

Food is not the solution to food insecurity, but people need support today. Knowing this, we collect and distribute more than three million kilograms of food annually to 139-member food banks, meal programs, and shelters across the province. This equates to over \$1 million worth of food each month. We also support member agencies as they build capacity to serve their communities, and partner with communities across Nova Scotia to explore innovative new solutions to food insecurity. While we help Nova Scotians meet a very basic need, we're raising awareness of the root causes of food insecurity - things like systemic racism, low wages, inadequate income support, and unaffordable housing. We believe all Nova Scotians deserve just, dignified, and secure access to food, and no one should have to rely on charity to meet their most basic needs.

What is a Human Resources Manager?

The Human Resources Manager plays a vital role in supporting and enhancing the strategic and operational functions of Feed Nova Scotia's HR department. Reporting to the Director of Human Resources, you will lead the development and implementation of inclusive HR practices, manage full-cycle recruitment, support employee engagement, and advance justice-centered HR strategies.

This role is ideal for an HR professional who is values-driven, highly collaborative, and committed to fostering a positive, equitable workplace culture. You will contribute to evolving our organizational policies, strengthening workforce representation, and advancing wellness and collective care initiatives.

What does the Human Resources Manager do?

Key Responsibilities

- Lead inclusive, accessible full-cycle recruitment and onboarding processes.
- Evolve and implement equitable HR policies and performance management systems.
- Provide guidance on employee relations, conflict resolution, and leadership development.
- Analyze HR metrics to support data-informed strategies aligned with justice and equity.
- Promote psychological safety, well-being, and work-life balance initiatives.
- Collaborate across departments to support engagement, belonging, and accountability.
- Support alignment between employee and volunteer engagement strategies.

Working Conditions

This role operates in a dynamic, community-focused environment. Occasional evening and weekend work is required for events and initiatives. Flexible work arrangements, including hybrid and remote work options, are available in line with organizational policies.

What are we looking for?

Education & Certification

- Post-secondary education in HR, Business Administration, or related field.
- CHRP designation (or equivalent) preferred.
- Professional development in JEDDI (justice, equity, diversity, decolonization, inclusion) is an asset.

Experience

- Minimum 5 years of progressive HR experience, including at least 2 years in a generalist or management role.
- Experience in full-cycle recruitment, employee relations, policy development, and training.
- Prior work in justice-centered or equity-focused environments is strongly valued.

Skills & Attributes

- Knowledge of employment legislation and HR best practices.
- Strong interpersonal, communication, and coaching skills.
- Proficiency in Microsoft Office and HR information systems.
- Integrity, empathy, adaptability, and a collaborative leadership style.

Compensation

The annual salary range for this position is \$70,923 – 83,439, paid out on a biweekly basis. Our employee compensation package includes three weeks of paid vacation, fifteen additional days per year of paid time off, an Employee Assistance Program, Group Insurance Program and an employer contributed RRSP program.

How to Apply

Please submit your resume and cover letter outlining your interest and relevant experience to recruitment@feednovascotia.ca before end of day, Wednesday, August 5, 2025. Please include “*Human Resources Manager*” in the subject line. We will reach out to candidates who are selected to move forward in the process within two weeks of the closing date of the competition.

If you require accommodation during any stage of the recruitment process, please contact Angela Simmonds, Director of Human Resources by emailing recruitment@feednovascotia.ca or by calling 902-457-1900. We are committed to providing an inclusive and accessible experience for all candidates.

We encourage you to apply and share your story with us; what do you bring to the table that positions you for success in this role? We aren't looking to hire someone who checks all the boxes. We want someone who is passionate about our mission, who has the potential to do great work with the right tools and resources, and who is willing and ready to learn alongside our team as we work towards making positive, sustainable change in our community.

At Feed Nova Scotia, we prioritize cultivating a diverse and inclusive workforce, understanding its critical role in driving innovation and fostering a sense of belonging. Our commitment extends to creating a work environment that authentically represents the communities we serve.

We welcome applications from all interested individuals, placing a particular emphasis and priority for candidates from historically excluded groups. We actively encourage submissions from those identifying as African Nova Scotian, Mi'kmaq, Black, racialized, Indigenous/First Nation, a person with disability, 2SLGBTQIA+, and newcomers to Canada. We invite you to share this information in your cover letter or resume, and we invite you to express your pronouns.