



HUMAN RESOURCES COMMITTEE

OUR STORY

Since 1940, the Christmas Bureau has been providing holiday meals (and joy) to Edmontonians in need. Rooted in community and compassion, our organization is connected to over 100 social service agencies, community partnerships, and 800+ volunteers to bring together three Christmas-giving programs: our Festive Food Hamper Program, the Adopt-A-Teen Program, and 630 CHED's Santas Anonymous Toy Program.

Operational all year long, our purpose is simple: *to give joy to others. It is greater than one meal. One act of kindness can impact someone for a lifetime.*

THE COMMITTEE

The Human Resource Committee is a standing committee reporting to the Board. The Committee assists the Board to ensure organization continuity through human resource governance by:

- Developing and revising the Executive Director job description and assisting with additional staff positions
- Managing the recruitment of Board Members, Executive Members, and Committee Members
- Development and training for Board and Committee Members
- Reviewing and monitoring all Human Resource policies and procedures
- Succession planning for Board Members, Executive Members, Committee Members, and Executive Director

THE ROLE

Successful candidates will be able to demonstrate the following:

- Firstly, you're a fan of the Christmas season (and giving back to the community)
- Supporting the Christmas Bureau's mission, values, and purpose
- Diverse knowledge and cultural understanding of marginalized communities
- Time for all committee duties and related activities (3-4 hours per month), in addition to 8 hours of volunteer work within a calendar year

Experience in any of the following areas would be an asset:

- Recruitment and hiring practices
- Occupational Health and Safety knowledge
- Employment standards knowledge
- Human Resource Management knowledge and expertise
- Understanding of Board and Committee development and succession planning
- Not-for-profit committee



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WHAT'S IN IT FOR ME?

- Opportunity to give back to the community, including seniors, families, and youth
- Leadership and mentorship opportunities
- Pathway to the Board of Directors
- Not-for-profit experience
- Networking and collaborating opportunities
- Fun events (and dedicated people)

NEXT STEPS

We encourage all applicants from diverse backgrounds and levels to apply, including students. Interested candidates are required to submit a resume highlighting your experience and a cover letter expressing interest.

Your application package should include:

- Cover letter outlining your interest in serving on the Human Resources Committee
- Resume
- Two references

Please submit your application package via email to:

- Tracey Chandler
- Email: mail@christmasbureau.ca
- Subject line: CBE Human Resources Committee

For additional information, please contact Adam Zawadiuk, Executive Director by email at adamz@christmasbureau.ca or by phone at 780-414-7682. For more information about the Christmas Bureau of Edmonton, visit us at christmasbureau.ca

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