

HUMAN RESOURCE COMMITTEE RECRUITMENT

What we can offer you

- ▽ Opportunity to give back to your community
- ▽ Experience working on an not-for-profit committee
- ▽ Networking opportunities
- ▽ The chance to enhance and grow your knowledge and experience

Recruitment Process

Interested candidates are asked to submit a resume, cover letter, and two references. Your application package should be addressed to Susan Sarrasin, Chair, Human Resources Committee, and submitted via email to board@christmasbureau.ca

For additional information about the Christmas Bureau of Edmonton, please contact Adam Zawadiuk, Executive Director by email at adamz@christmasbureau.ca or by phone at 780-414-7685.

christmasbureau.ca

[Christmas Bureau of Edmonton](#) - LinkedIn
[@ChristmasBureau](#) - Twitter
[@ChristmasBureau](#) - Instagram
[Christmas Bureau Edmonton](#) - Facebook
[Christmas Bureau Of Edmonton](#) - YouTube



Mandate: To provide a festive meal and coordination of Christmas giving to Edmontonians in need.

A volunteer driven charity, non-denominational and accessible to all Edmontonians in need, the Christmas Bureau provides festive meals to Edmontonians in need and teen gift cards to Edmonton teens age 13 to 17. The Christmas Bureau also coordinates Christmas services in partnership with various charitable organizations

The **Human Resources Committee** is a standing committee reporting to the Board. Reporting via the Human Resources Committee Chair, the Committee assists the Board, ensuring organizational continuity through human resource governance by:

- Developing and revising the job description of the Executive Director and/or other senior staff positions reporting to the Board
- Managing the compensation and evaluation of the Executive Director
- Managing the recruitment of Board Members, Executive Members, and Committee Members
- Development (training) for Board and Committee Members
- Succession planning for Board Executive Members
- Reviewing and monitoring all Human Resource policies and procedures

Who Should Apply? Candidates who can demonstrate their interest in:

- Supporting the Christmas Bureau's mission, values and guiding principles
- Bringing a diverse knowledge, experience and cultural base
- Committing time for Human Resource Committee duties and related activities
- Bringing human resource knowledge and expertise to the Committee table
- Volunteering for an average of 3 hours per month

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

- 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 experience

The Standards Program Trustmark is a mark of Imagine Canada used under license by the Christmas Bureau of Edmonton.

