



**MIDWIVES ASSOCIATION
of BRITISH COLUMBIA**

Position Title: Human Resources Specialist

Department: Operations & Organizational Health

Reports to: Director, Operations & Organizational Health

Location: Burnaby BC-Hybrid (minimum 2 days/week in office; full-time in office during probation)

Employment Type: Full-time, Permanent

Salary Range: \$78000 - \$86,500

Midwives Association of BC

The Midwives Association of British Columbia (MABC) is the professional, non-profit association representing midwives across British Columbia. MABC sustains and advances the midwifery profession through advocacy, professional services, education, and strategic leadership, positioning midwives as essential primary care providers within B.C.'s health system.

In collaboration with our 400+ members, MABC works to strengthen equitable access to high-quality, culturally safe perinatal and sexual health care across the province. Through policy leadership, program delivery, and meaningful member engagement, we support midwives to thrive in practice and lead system transformation.

Midwives walk alongside families and life-givers during moments of profound transition, providing skilled, compassionate, evidence-informed care across the reproductive journey. Join us in advancing a profession that makes a lasting impact on families and communities throughout B.C.

We are currently hiring a **Human Resources Specialist** to help strengthen our internal capacity as we continue to grow and evolve. If you're passionate about building healthy teams, advancing systems change, and contributing to the future of midwifery in B.C., we'd love to hear from you.

Our Commitment to Equity, Cultural Safety & Inclusion

MABC is deeply committed to advancing equity, cultural safety, anti-racism, and reconciliation in all areas of our work. We welcome applications from candidates of all



identities, backgrounds, and lived experiences, especially those from Indigenous, Black, racialized, LGBTQIA2S+, disabled, and other equity-deserving communities.

If this role resonates with you, we encourage you to apply even if you do not meet every listed qualification. We recognize that valuable knowledge and skill can be gained through diverse life, work, and community experiences.

About the Role Purpose

Reporting to the Director, Operations & Organizational Health (OOH), the **Human Resources Specialist** provides experienced, hands-on HR operational support across the association. This role supports full-cycle recruitment, onboarding, HR documentation, employee relations, leave administration, and the delivery of consistent and high-quality, employee-centred HR services for MABC staff.

As a key member of the Operations & Organizational Health team, the HR Specialist helps ensure our people practices are thoughtful, reliable, and aligned with MABC's mission and values. The role models strong professional standards, including clear communication, discretion, and meticulous documentation. While the position does not supervise staff, it may provide guidance to colleagues on HR procedures, best practices, and consistent use of systems and templates.

This position is ideal for an experienced HR professional who values people as much as process – someone who believes in placing the right people in the right roles, strengthening team culture, and supporting a mission-driven organization committed to respectful, equitable workplaces.

KEY RESPONSIBILITIES

1. HR Operations and Administrative Support

- Provide day-to-day HR support to employees and supervisors across the association.
- Lead essential HR functions including recruitment, onboarding, contract preparation, and leave administration with the Director, OOH
- Draft, and maintain HR documentation (offer letters, memos, file notes, letters of expectation) and coordinate required approvals.



- Support employees and supervisors in understanding HR policies, the Employee Manual, and applicable employment legislation.
- Maintain confidential HR records and ensure compliance with organizational standards and legal requirements.

2. Recruitment and Onboarding

- Lead full-cycle recruitment, including job postings, applicant screening, interview coordination, reference checks, and preparing offers.
- Ensure recruitment processes reflect equity-informed practices and alignment with MABC's mission and values.
- Support consistent, welcoming, and mission-aligned onboarding experiences for all new employees.
- Maintain accurate recruitment metrics and records in the HRIS and internal tracking tools.

3. Team Capacity Building

- Contribute to a collaborative and learning-focused People & Culture environment.
- Identify process gaps and opportunities to build clarity, confidence, and consistency in HR practices.
- Support supervisors in strengthening people leadership skills through guidance and shared tools.

4. Employee Relations and Workplace Support

- Provide initial guidance on workplace concerns, attendance matters, and early conflict resolution.
- Support the Director, OOH in gathering documentation, coordinating meetings, and maintaining records related to workplace matters.
- Assist with administrative elements of formal processes, including coordination with external investigators where required.
- Maintain thorough and consistent documentation to ensure fairness and procedural integrity.



- Support approaches grounded in the association’s core values of Leadership, Equity, Respect, and Accountability, ensuring fair and consistent workplace practices.

5. Policy, Procedures & Systems Implementation

- Assist with the rollout and implementation of HR policies, SOPs, templates, and tools.
- Identify workflow improvements and contribute to the development of practical HR resources.
- Support consistent and effective use of HR systems including the HRIS and internal databases.
- Provide recommendations to the Director, OOH for continuous improvement.

6. Training Development & Coordination

- Assist with coordinating staff onboarding, training, and professional development activities.
- Maintain accurate training and certification records.
- Identify training needs through ongoing engagement with staff and supervisors.
- Support cross-departmental training initiatives that strengthen organizational capacity.

7. Leave Management

- Maintain leave and attendance records in accordance with organizational policies.
- Provide guidance to managers and employees on leave processes and entitlements.
- Support work injury and return-to-work documentation, including coordination with workers’ compensation where applicable.
- Ensure accuracy of leave data within the HRIS.

8. Reporting and Metrics

- Maintain HR and recruitment tracking systems with a high level of data accuracy.
- Work with the Director, OOH to prepare reports related to recruitment, onboarding, turnover, and workforce trends.



- Provide observations and recommendations related to HR process improvements.

9. People & Culture Projects

- Support the Director, OOH with ongoing and upcoming departmental projects.
- Perform other related duties to support the Operations & Organizational Health team and the broader association.

KNOWLEDGE, SKILLS & ABILITIES

- Strong understanding of HR best practices, employment legislation, and equity-informed people practices.
- Excellent communication and interpersonal skills, with the ability to build trust-based relationships.
- Demonstrated ability to manage confidential and sensitive matters with discretion, diplomacy, and sound judgment.
- Ability to work independently in a small, fast-paced nonprofit environment while managing competing priorities.
- Proficiency in Microsoft Office; experience with HRIS systems (e.g., ADP) is an asset.
- Ability to coach, guide, and support colleagues through professionalism and example.
- Commitment to inclusive, culturally safe, and respectful workplace practices aligned with MABC's values.

QUALIFICATIONS

Typically, the above competencies would be gained through

- Degree in Human Resources, Business Administration, or a related field; or a certificate in Human Resources Management (an equivalent combination of education and experience may be considered)
- CPHR Designated or active CPHR candidacy.



- 3-5 years of progressive HR experience, including demonstrated experience supporting employee relations matters, recruitment, and policy implementation.
- Experience in a senior, lead, or mentorship-oriented HR role is preferred.
- Experience working in values-driven, nonprofit, healthcare, or community-based environments is strongly preferred.

What We Have to Offer

- A full-time permanent hybrid position based in Burnaby, British Columbia
- Salary range of \$78,000 - \$86,500
- Comprehensive extended health and dental benefits
- 3 weeks paid vacation plus generous sick and wellness leave
- Employer RRSP contribution
- Professional development opportunities
- A supportive and engaging team culture centered on care, integrity, and purpose

How To Apply

Please submit your application, including a resume and a brief cover letter outlining your interest and experience relevant to the role.

If you require any accommodations, please contact application@bcmidwives.com.

We thank all applicants for their interest—only those selected for an interview will be contacted.