



HUMAN RESOURCES MANAGER

Are you community oriented, interested in diverse cultures, and motivated to collaborate with a team to create an inclusive and supportive workplace environment?

If yes, the Multicultural Association of Fredericton Inc. (MCAF) is seeking a **HR Manager**, and we would like to hear from you!

Job Overview:

The HR Manager will work collaboratively with HR Assistant & Benefits Administrator, Administration and Managers to support MCAF's operations and ensure organizational compliance with employment standards, labour regulations, and internal policies. Reporting to the Director of Administration, the HR Manager will lead workplace investigations, ADP system, policy development, support HR Assistant with other tasks, while promoting a positive and inclusive workplace culture.

This role requires a highly organized and strategic professional with strong experience in labour and employment law, human rights legislation, and HR systems who can operate effectively in a high-accountability, compliance-driven environment.

Key Duties and Responsibilities:

- Lead and manage workplace investigations, employee relations matters, conflict resolution processes, and disciplinary cases in a fair, timely, and legally compliant manner
- Provide expert guidance and recommendations on labour and employment law matters, workplace policies, employee concerns, and risk management issues
- Apply human rights legislation principles in workplace accommodations, investigations, employee relations, and policy interpretation
- Work closely with team leads, managers, and staff to address workplace concerns, provide HR support, and promote effective communication across departments
- Develop, implement, and maintain HR policies, procedures, and compliance frameworks aligned with organizational and legislative requirements
- Ensure organizational compliance with provincial and federal employment legislation, workplace safety standards, and HR best practices
- Support performance management processes, including employee evaluations, coaching, staff development, and corrective action planning
- Coordinate HR administration including employee benefits, vacation, sick leave, RRSP, and related processes in collaboration with finance and administrative teams
- Advise leadership on organizational development, workforce planning, succession planning, and mitigation of workplace risks
- Promote diversity, equity, inclusion, and culturally responsive workplace practices throughout the organization

Requirements:

- University Degree in Human Resources, Business Administration, Law, or a related field
- CPHR designation will be an asset
- 4-5 years of progressive HR leadership experience
- Strong experience in labour and employment law, including workplace investigations and employee relations
- Demonstrated knowledge of human rights legislation and its practical application in organizational settings
- Practical experience with **ADP** system and HRIS platforms
- Ability to work effectively in a high-accountability, compliance-driven environment
- Excellent listening, writing, and speaking skills
- Strong interpersonal, analytical, problem-solving, and conflict resolution skills

- Effective leadership, coaching, and staff development abilities
- Excellent organizational, project management, and time management skills
- Highly proficient with MS Office Applications

Leadership Competencies:

- Respectful of others
- Inspires others
- Displays integrity
- Values diversity and inclusion
- Willing to learn and share knowledge
- Independent and collaborative
- Takes initiative
- Demonstrates sound analytical decision-making and accountability
- Ability to think strategically and tactically
- Innovative thinker
- Effective and transparent

Terms of employment:

- Term Contract until mid-October- renewable pending continuation of funding and satisfactory job performance
- Hours of work – up to 30 hours
- Clean Criminal Records Check with vulnerable sector

Commencement Date:

- June 1st, 2026

Closing Date:

- May 20th, 2026

To Apply: E-mail your resume and cover letter merged in one document to phillip.lunga@mcaf.nb.ca with the title “HR Manager” in the subject line. We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.