



Roman Catholic Diocese of Kamloops
Safe Environment and Human Resources Office
Kamloops, British Columbia

The Diocese of Kamloops is a Roman Catholic faith-based organization, that is seeking an experienced and energetic, self starting individual with excellent leadership skills to serve as the Safe Environment and Human Resources Officer in the Diocesan Office. This individual is an integral member of the Diocesan Leadership Team, working closely with other Diocesan staff, and building close relationships with the clergy, lay leaders, and volunteers throughout the Diocese.

Established on December 22, 1945, the Roman Catholic Diocese serves a very diverse group of people as it covers nearly 120,000 square kilometers, stretching north to Quesnel and Valemount, east to Sicamous and Lumby, west to Whistler, and south to Merritt and Coldwater. The northeast corner of the Diocese touches the Alberta Border, and the southwest corner reaches to Jervis Inlet. The Diocese has in excess of 60 Parishes and Missions served by Bishop Joseph, 18 Priests, 1 Permanent Deacon, and a host of lay leaders and volunteers.

This role would be ideal for an individual with experience in Human Resources and Business Administration, looking to take the next step in their career, with a desire for a more flexible environment. The successful candidate will have the opportunity to offer experience and expertise to this faith community, while staying involved and engaged professionally.

Responsibilities:

Reporting to the Diocesan Temporal Affairs Office, the successful candidate will be responsible for:

- Safe Environment and Human Resources Office
- Administering Diocesan Safety Protocols and Respectful Workplace Policy
- Leadership and support by fostering ongoing support of employment management.
- Ensuring that all employees, volunteers and stakeholders are treated with respect and dignity.
- Training materials and other necessary support to constituents of the Diocese

Requirements:

- Minimum 3+ years experience in Business, with Human Resources leadership and responsibility
- College diploma or university degree in Business Administration and or Human Resources is considered an asset.

- Excellent leadership and interpersonal skills
- Track record of establishing positive relationships in a team-oriented setting
- Ability to handle sensitive and confidential information with complete discretion.
- Excellent verbal and written communication skills
- Exceptional organizational, time management, and problem-solving abilities.
- Knowledge of BC Employment Standards Act, WorkSafe BC, Human Rights and Personal Information Protection Act
- Microsoft Office, Outlook, Power Point, Excel
- Driver's License and vehicle
- Satisfactory Police Information and vulnerable sector check prior to employment
- Knowledge and appreciation of the Catholic faith and its tenants

Qualified applicants are asked to submit their resume via email, along with covering letter to deaconpaul@rcdk.org citing "Safe Environment and Human Resources Officer" in the subject line. Resumes will be accepted until June 29, 2023, at 4 pm.

We appreciate all expressed interest in this position; only the candidates selected for an interview will be contacted. No phone calls please.