

Job Posting

Coordinator, People & Culture

Term Up to 18 months

The Canadian Mental Health Association Across Manitoba is part of a 100-year-old nation-wide non-profit organization that promotes the mental health of Canadians and supports the resilience and recovery of people experiencing mental illness.

CMHA Across Manitoba is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff. Personal experience with mental illness and or addiction, either through self or a loved one, is an asset.

The Opportunity

We have a full time, term (up to 18 months) position available for a **People & Culture Coordinator** to work within CMHA Across Manitoba as a key service delivery resource for staff and leaders.

The Position

The People & Culture Coordinator is a key contributor to the delivery of comprehensive human resources services across the organization. Reporting to the Director, People & Culture, this role is responsible for supporting full-cycle HR functions including recruitment, onboarding, employee and labour relations, benefits administration, HRIS management, and performance management processes.

The role partners with leaders and employees to promote a positive, inclusive, and compliant workplace, while supporting organizational effectiveness through HR systems, analytics, and development initiatives. A full job description is available upon request.

The current targeted salary range for this position is \$52,363.28 to \$64,716.04 per year. Compensation will be determined through an assessment of relevant work experience and according to established out-of-scope salary scales, based on a 35-hour work week.

Qualifications – Required

- Degree or diploma in Human Resources, Labour Studies, Industrial Relations, Organizational Psychology, or Commerce. Equivalent education and experience may be considered.
- Two (2) years of experience in Human Resources, preferably in full-cycle HR.
- Experience in a unionized environment including interpretation of collective agreements.
- Knowledge of applicable legislation (e.g., employment standards, human rights, workplace health and safety, accessibility).

- Demonstrated ability to handle sensitive and confidential information.
- Strong organizational, analytical, and problem-solving skills.
- Provide a criminal record check with vulnerable sector search and both an adult and child abuse registry check, with results deemed satisfactory to the CMHA Across Manitoba.
- Legally entitled to work in Canada.
- Proven history of dependable work performance and conduct.

Qualifications – Preferred

- Experience using and producing report-based outputs with HR systems, including HRIS platforms.
- Experience with HRIS systems and reporting tools.
- Experience supporting multi-site or remote work environments.
- Familiarity with HR metrics and data analysis.
- Professional designation (e.g., CPHR) or progress toward designation.

Total Rewards

CMHA offers an inclusive and respectful culture along with paid leaves for vacation, illness, bereavement, and mental health. A flexible working environment, supporting work life balance, with paid extended health, dental, employee assistance programming and life insurance benefits. A defined benefits pension plan that is equally cost shared between CMHA Across Manitoba and the employee, and long-term disability (100% employee paid), when eligible. There is annual, budgeted support for professional development. Employees enjoy 12 paid general (statutory) holidays per year as well as a paid closure between December 24th at noon up to and including January 1st.

Application Process

Please submit your resume and cover letter no later than **May 3, 2026**, indicating Competition Number **26-041** to: careers@cmhawpg.mb.ca.

CMHA Across Manitoba will respond to requests for reasonable accommodations throughout the selection process. Please connect if you require any accommodations.

VALUES

Work hard to listen | Support one another | Create strong connections | Be curious | Discover better ways | Focus on impact | Serve with passion | Embrace IDEA – Inclusion, Diversity, Equity, Accessibility | Honour lived experience | Believe it's possible