

YMCA OF PICTOU COUNTY

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PEOPLE & CULTURE MANAGER

Reports To: Chief Executive Officer, YMCA of Pictou County

Position Status: Full-Time, Salaried (40 hours/week)

Salary Range: \$66,000 – \$72,000 annually

Start Date: May 2026

Apply By: May 17, 2026

How to Apply: <https://ymcaofpictoucountynonece.easyapply.co/>

ABOUT THE ROLE

YMCA Pictou County is growing and we're looking for a dynamic, values-driven People & Culture Manager to join our leadership team. Reporting to the CEO, this role provides strategic and operational HR leadership across the employee lifecycle — including employee relations, investigations, performance management, OHS, workforce planning, and program design. You will partner closely with the CEO, Senior Management Team, and the Atlantic Canada YMCA VP, People & Culture to advance our people strategy and support a thriving organizational culture. This role also includes direct oversight of the People & Culture Administrator.

IS THIS YOU?

You lead with empathy, bring energy to everything you do, and thrive in a fast-paced, mission-driven environment. You're a coach and a collaborator — someone who builds trust quickly, navigates complexity with confidence, and knows how to turn HR strategy into real results. If you're passionate about building great workplaces and making a meaningful impact, we want to hear from you.

KEY RESPONSIBILITIES

Program Design & Strategic Execution

- Lead and execute P&C projects and work plan initiatives, including planning, stakeholder engagement, and progress reporting
- Identify and drive process improvements across the employee lifecycle for consistency, equity, and efficiency
- Develop and maintain training materials, P&C tools, and operational resources to support continuous improvement
- Build KPI dashboards and evaluation frameworks to enable data-driven decision-making
- Lead change initiatives related to people systems, compliance modernization, and cultural transformation

Employee Relations & Investigations

- Manage all employee relations matters and investigations — intake through findings — ensuring fair, timely, and values-aligned outcomes
- Coach leaders on progressive discipline, performance management, and navigating difficult conversations
- Support formal complaints in collaboration with senior leadership, ensuring proper documentation and process
- Identify systemic ER trends and recommend mitigation strategies; translate investigation themes into leader coaching and training

Employee Lifecycle & Operations

- Administer leaves of absence in compliance with Nova Scotia Labour Standards
- Lead annual Employee Experience Survey processes; partner with senior leadership on action planning
- Provide backup support for job postings, onboarding, child safeguarding compliance, and work permit/PR pathway processes
- Maintain accurate, compliant employee records aligned to internal processes and legislation
- Support accommodation processes and policy enhancement in alignment with internal Policy Frameworks

OHS & Workplace Safety

- Provide JOHS leadership to the Association and OHS Committee
- Develop and maintain safety protocols: evacuation plans, emergency measures, WHMIS, safe work practices, and documentation
- Ensure monthly safety inspections are completed and posted at all locations
- Champion a strong safety culture aligned with applicable legislation, industry best practices, and Y Way requirements

Leadership & Culture

- Model and promote YMCA values: Respect, Belonging, Responsibility, Honesty, and Caring
- Apply a DEIB lens to all P&C programs, processes, and service delivery
- Serve as an active member of the Senior Leadership Team

QUALIFICATIONS

- 5+ years of progressive Human Resources experience
- Post-secondary education in Human Resources or a related field
- 2–5 years of experience in change management
- Experience managing an OHS program, including JOHS leadership and safety inspections
- Strong employee relations and investigation experience
- Excellent communication, facilitation, and interpersonal skills
- Demonstrated ability to manage competing priorities with attention to detail
- Intermediate proficiency in Microsoft Office Suite
- CPHR designation is an asset

WHY JOIN US?

At YMCA Pictou County, you'll join a supportive, mission-driven team that is passionate about community and each other. Our culture is inclusive, genuine, and collaborative — we encourage growth, celebrate wins, and have fun along the way.

- Comprehensive group benefits with cost-shared premiums
 - Pension program with employer contribution matching
 - Free individual and family YMCA membership
 - 15 days' vacation annually, increasing with service milestones
 - 11 paid wellness days annually
 - Discounted Y program rates
 - Annual professional development budget
 - Monthly cell phone allowance and bi-annual technology benefit
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Pre-Employment Requirements

Successful candidates will be required to provide a current Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR certification (certification can be arranged). Employees must attend YMCA Child Protection Training.

APPLY TODAY

Submit your cover letter and resume as one document to Tammy Goodwin, CEO, YMCA of Pictou County, by **May 17, 2026**, via: <https://ymcaofpictoucountynonece.easyapply.co/>

The YMCA of Pictou County is an equal opportunity employer.