

Manager, People and Organizational Development

Are you a collaborative leader who is passionate about building strong workplace cultures, supporting people, and strengthening organizational systems? Do you enjoy working closely with senior leadership to support strategic priorities while ensuring day-to-day practices align with values, policies, and people centred approaches?

The Division is seeking a **Manager, People and Organizational Development** to provide leadership across people management, organizational policy, internal systems, and culture. This role is central to supporting a healthy, inclusive, and high performing workplace.

ABOUT THE ROLE

Reporting to the Executive Director, the Manager, People and Organizational Development plays a key leadership role in strengthening organizational practices, people systems, and internal processes. Working closely with the Executive Director and Leadership Team, this role supports the implementation of the Division's strategic priorities and provides oversight and guidance across people and culture, organizational policy, communications, member engagement, and operational systems. The Manager provides leadership and support to staff responsible for operations, communications, and administrative functions, ensuring alignment with organizational goals and effective service delivery. This position is home office-based within the Comox Valley region and requires regular in-person engagement for meetings, collaboration, and events.

WHAT YOU WILL DO

Organizational Leadership & Strategy

- Support the Executive Director in implementing the Division's strategic plan and organizational priorities
- Promote alignment across teams, programs, and initiatives
- Identify opportunities to strengthen organizational systems, processes, and internal practices
- Support organizational learning and continuous improvement through evaluation and performance monitoring
- Represent the Division at external meetings, events, and partnerships as appropriate

People & Culture Leadership

- Lead people management practices including recruitment, onboarding, performance management, employee relations, and professional development
- Provide guidance and advice on HR matters and workplace practices
- Oversee the performance review process and support consistent, constructive feedback
- Support the Executive Director with complex employee relations matters when required



- Promote a positive, inclusive, and respectful workplace culture
- Lead initiatives supporting diversity, equity, inclusion, cultural safety, and cultural humility
- Conduct annual staff surveys and develop response plans to support continuous improvement
- Ensure confidentiality and compliance with privacy and employment legislation

Organizational Policy & Governance

- Lead the development, review, and implementation of organizational policies and procedures
- Ensure policies align with legislation, best practices, and organizational values
- Support governance policy development with leadership and committees
- Maintain up-to-date policy documentation and ensure organization-wide communication
- Provide guidance on policy interpretation and application

Team Leadership & Organizational Support

- Provide leadership, mentorship, and support to direct reports, including Operations Communications and Financial areas.
- Support effective coordination of operational, administrative, and communications activities
- Conduct regular one-on-one meetings and support professional development
- Support effective workload and resource management across teams

Communications, Engagement & Financial Oversight

- Provide strategic oversight of internal and external communications
- Support alignment of communications and member engagement strategies with organizational goals
- Monitor communication and engagement metrics to support continuous improvement
- Work collaboratively with the Finance Manager to support financial policies, funding compliance, and reporting
- Support funding applications and reports related to areas of responsibility

KNOWLEDGE, SKILLS & ABILITIES:

- Strong leadership and people management skills with the ability to support and guide staff effectively.
- Excellent communication and interpersonal skills with the ability to engage stakeholders at all levels.
- Strong organizational and project management skills with the ability to manage multiple priorities.
- Experience developing and implementing organizational policies and procedures.
- Ability to think strategically and support organizational planning and improvement initiatives.
- Strong analytical and problem-solving skills.



- Ability to work both independently and collaboratively in a team environment.
- Proficiency with office software and digital tools including Microsoft Office and collaboration platforms.
- Commitment to fostering an inclusive, respectful, and supportive workplace culture.

QUALIFICATIONS & EDUCATION:

- Bachelor's degree in human resources, Business Administration, Communications, Public Administration, or a related field, or an equivalent combination of education and experience.
- Minimum five (5) years of experience in organizational leadership, human resources, policy development, nonprofit management, or related fields.
- Experience leading teams and supporting organizational operations.
- Experience developing and implementing organizational policies and workplace practices.
- CPHR, PMP, or other professional certifications are considered assets.
- Demonstrated commitment to cultural humility and inclusive practices.
- Valid Class 5 Driver's License and access to a reliable vehicle.

WHY WORK WITH US

- A meaningful leadership role in a mission driven organization
- Opportunity to shape workplace culture and organizational practices
- Collaborative and values driven leadership environment
- A fun and positive team environment
- Flexible, home-based work with purposeful in person collaboration
- The chance to make a lasting impact on people, systems, and community health
- Benefits after 3 months.
- Start at 4 weeks paid vacation.
- Flexible work schedule.

WORKING CONDITIONS

- This position is a home office-based position located in the Comox Valley Regions, with frequent in-person meetings or events
- Typical work week is Monday through Friday, with occasional evening or weekend work as required
- Regular travel with the Comox Valley Region for team or partner meeting, training sessions and events is required. Occasional travel outside of the Comox Valley Region for partner events may be require.

EMPLOYMENT DETAILS:

- Full-time, 35 hours per week. Eligible for benefits after 3 months.
- Monthly Connectivity Stipend



- Resides in the Comox Valley with a home office and high-speed internet.
- Starting range: \$42-52/ hour
- The estimated range is the budgeted amount for this position. Final offers are based on various factors, including skill set, experience, internal equity, qualifications, and other job-related reasons.

DIVERSITY AND INCLUSION

The Comox Valley Division of Family Practice is committed to improving equality and promoting diversity in the workplace. We strive to create an inclusive, psychologically and physically safe environment where everyone is heard and valued for their contributions. We value diversity in the people we employ.

Closing Date: April 19th, 2026, at 11:59 pm.

To apply please send your cover letter and resume to Catherine Browne, Executive Director at cbrowne@comoxvalleydivision.ca

DISCLAIMER

The organization reserves the right to modify this job description as required to meet evolving organizational needs.

About the Comox Valley Division of Family Practice

Divisions of Family Practice were created by collaboration between the Ministry of Health and the BC Medical Association and are community-based groups of family physicians working together to achieve common health care goals. The Comox Valley Division of Family Practice represents family physicians in Courtenay, Cumberland and Comox and the surrounding areas on Vancouver Island, BC as well as Denman Island and Hornby Island.

The Comox Valley Division gives local physicians an opportunity to work collaboratively with each other, the Vancouver Island Health Authority, other community partners and the Ministry of Health to identify health care needs in the local community and develop solutions to meet those needs. The Division is a non-profit society managed by a Board of Directors.

The Division team works primarily remotely. There are often opportunities for advancement in the Division. If you are seeking a flexible, supportive work culture and a caring team consider joining the Division team!

For more information on Comox Valley Division of Family Practice please go to:

www.divisionsbc.ca/comox