



## External Job Posting – HR and Operations Specialist, Human Resources & Operations

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The Association of Ontario Midwives (AOM) advances the clinical and professional practice of Indigenous and registered midwives in Ontario. We are seeking an HR and Operations Specialist to join our dynamic and progressive organization for a full-time, 12-month contract position.

Reporting to the Manager, Human Resources & Operations, the HR and Operations Specialist handles and coordinates the day-to-day human resources functions for a staff of 50, administration, and operations of the AOM, including processing payroll, coordinating hiring and onboarding, overseeing the HR system, assisting with HR policy updates and providing support for the Manager and Director of Human Resources and Operations.

The successful candidate will have:

- Post-secondary degree or diploma preferably in Human Resources or a related field
- 3-5+ years relevant work experience
- Excellent analytical problem-solving skills and interpersonal skills
- Ability to communicate effectively and diplomatically orally and in writing
- Strong attention to detail, time-management and organizational skills
- Knowledge and understanding of HR principles, processes and policies and legal requirements, including employment standards
- IT skills, including proficiency with Office 365 (Outlook, Excel, Word and PowerPoint), databases, Dayforce, PowerPay or similar HR and payroll systems
- Experience with or ability to learn and use project management software, such as Asana
- Experience with or ability to learn payroll processing
- Demonstrable ability to maintain confidentiality
- Ability to work under pressure, prioritize, multi-task and meet deadlines
- Initiative and ability to work independently as well as collaboratively in a fast-paced environment
- Demonstrated commitment to cultural sensitivity, diversity and inclusion
- Commitment to incorporating Indigenous sovereignty in HR and across the organization

- Understanding of progressive, modern approaches to Human Resource policies and issues
- Having or working towards CHRP designation is an asset

## **Position Responsibilities**

### *Shared Responsibilities*

- Provides culturally safe service and employ humility when working collaboratively across the organization, particularly with the Indigenous Midwifery (IM) and Health-Care Equity, Quality and Human Rights (HEQHR) departments.
- Supports a workplace that is respectful and inclusive; and specifically, works to fulfil the expectations described in the AOM's Anti-Oppression, Diversity, Equity and Inclusion Policy
- Engages in organizational training and opportunities to promote cultural safety and positive work environments within and across teams.
- Works collaboratively within and across teams to ensure high quality programs and services for members.
- Provides support to other members of the staff team during periods of high workload.
- Supports a workplace that is healthy and safe by engaging in health and safety activities and monitoring the workplace for and reporting hazards to physical and mental health.
- Attends and participates in staff and team meetings.
- Develops an annual work plan with their manager or director, in the context of the AOM strategic plan.
- Ensures coverage of AOM core programs/services during vacations/leaves of other staff.
- Assists with AOM conference or conference-related work, as requested.
- Contributes to content for communications or publications (this will include a variety of communication tools and strategies, such as web content, member emails and content for either member or public consumption) as requested.
- Monitors and contributes updates to the AOM web site as required.
- Ensures all external communications comply with AOM Communications Standards.
- Ensures appropriate level of security of information stored within the AOM.

## *Department Specific Responsibilities*

### ***Human Resources***

- Maintains and updates employee and HR files, training records, HR systems, and generates reports
- Coordinates and participates in recruitment and selection process for internal and external job opportunities, collaborating with departments across the organization
- Recommends updates to modernize and automate HR systems
- Works with the Manager and Director of HR and Operations to optimize the hiring process
- Handles onboarding and exit processes for new and departing employees in collaboration with the Manager of HR and Operations and relevant departments
- Prepares payroll documents and process payroll, including wage and benefit adjustments, Records of Employment (ROEs), T4s, etc.
- Monitors attendance records and HR database, prepares reports, resolves issues and assists with training across the organization
- Ensures confidentiality of HR-related information
- Serves as a trusted HR resource to staff across the organization, providing guidance on recruitment and hiring, policy interpretation, attendance records, employment standards, benefits administration and payroll processes
- Prepares and tracks group benefits and claims (including RRSP; STD and LTD) and assists with process, as required
- Maintains HR template materials and proposes updates in collaboration with the Manager of HR and Operations
- Supports and assists with the preparation, coordination and delivery of employee training programs
- Tracks completion of mandated training (e.g. AODA, workplace harassment, health and safety, fire, San'yas, cybersecurity)
- Prepares employment confirmation letters, payroll updates and other HR-related correspondence
- Drafts HR and payroll communications and updates to staff
- Works collaboratively to coordinate policy consultations and updates and ensures HR policies and benefits information are current and accessible
- Undertakes special payroll and HR projects to improve efficiency

- Coordinates staff feedback or input initiatives to support workforce engagement, in collaboration with the Manager
- Designs, edits and disseminates surveys to support the department's data collection under the direction of the Manager
- Prepares reports to inform and support decision-making as required
- Provides HR-related training to department staff as required
- Assists with HR documentation for audit, as required

### *Operations*

- Assists the Manager with IT systems maintenance, liaising with service providers, and resolving issues, as required
- Troubleshoots routine IT issues when possible
- Provides training for staff in new systems as required
- Serves as the primary contact for property management and building security and informs staff about building-related matters as required
- Ensures inventory records of office supplies and equipment is maintained
- Prepares or coordinates the preparation of documentation for the annual office insurance policy renewal
- Proactively updates job postings on the AOM website
- Coordinates team meetings
- Reviews/edits department resources for accuracy and gender inclusive language
- Provides backup administrative guidance or support to other departments if required
- Provides or coordinates back up for front desk coverage
- Administers the department's privacy requirements and record retention as directed by the respective AOM policies
- Coordinates office system updates (such as security) as needed
- Collaborates on or assists with IT, office space or similar projects, as required
- Other duties as assigned

**Starting Salary:** \$61,000 to \$75,500 per year, depending on qualifications.

This is a 12-month parental leave contract position with a 35-hour work week.

This position is remote; however, the successful candidate will be required to work on-site as needed, typically a few days per month

Candidates are asked to submit a cover letter and resume to HR at [hro@aom.on.ca](mailto:hro@aom.on.ca) with the subject line “**HR and Operations Specialist**” by 12 p.m. on January 19, 2026.

The AOM is committed to inclusive and accessible employment practices. We welcome and encourage applications from individuals who reflect the broad diversity of communities with which we work and provide appropriate accommodations as required. Please contact HR at [hro@aom.on.ca](mailto:hro@aom.on.ca) to request accommodation.

The AOM is a pro-choice organization, supporting reproductive choice and access to abortion care. This position offers an excellent and dynamic work environment that promotes collaboration, professional development and work life balance.

The AOM recognizes the profound value of a racially diverse, decolonized and anti-racist workplace and midwifery sector, and is committed to actively work to dismantle systemic racism and inequity in the workplace and within healthcare (see AOM’s Racial Justice Position Statement and Diversity, Equity and Inclusion Position Statement). Applications will be held confidential, shared with the selection committee only, and used only for the purposes of selection for this position.