



Cowichan Women Against Violence Society

Safety • Dignity • Connection

Internal and External Job Posting: People and Culture Director

Position Title: People and Culture Director

Reporting Relationship: Reports to Executive Director

Hours: 32 Hours per week with flexible scheduling to meet operational needs

Employment Type: Permanent; benefits after probation per CWAWS policy

Location: On-site at 246 Evans Street, Quw'utsun Territory, Duncan, BC

Salary Range: \$80,000 - 85,000 (dependent on qualifications and related experience)

[Cowichan Women Against Violence Society \(CWAWS\)](#) is seeking a **People and Culture Director** to lead and support people and culture practices across all areas of the operation. As a member of the senior leadership team, this role plays a key part in fostering a workplace grounded in safety, respect, and connection with a focus on continually strengthening the employee experience. The People and Culture Director leads through relationships, collaboration, and transparency, centering restorative, and relational approaches in all people practices.

The People and Culture Director will provide guidance and support in areas including employee relations, performance development, human resources policies and practices, recruitment and retention, and workplace health and safety. This role works collaboratively with the Operations Director, senior leadership team and Finance team supporting equitable and transparent practices related to compensation, benefits, and attendance.

This position contributes to a workplace culture where employees feel supported, valued, and able to do their best work. The People and Culture Director actively models CWAWS's feminist, anti-oppressive, and decolonizing values, including participation in the Cedar Blankets Indigenization initiative, supporting cultural and psychological safety for all employees.

What CWAWS Offers:

- **Salary Range: \$80,000 - \$85,000** (dependent on qualifications and related experience)
- **Make a Difference:** Your leadership will greatly influence the ability of employees to deliver services to CWAWS clients in a healthy and positive work environment.
- **Lead with Purpose:** Be part of a dedicated team shaping the workplace culture and employee experience while creating a more diverse, equitable workforce.



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- **Foster Growth:** Contribute to the professional development of others while fostering a culture of inclusion, collaboration, innovation, and continuous learning.

What You'll be Doing:

- Fostering a respectful, inclusive, and supportive working environment through communication and employee engagement practices that align with CWAVS values and strategic direction.
- Leading employee recruitment and retention processes to promote consistency and alignment across the Society.
- Leading onboarding of new employees through a structured and welcoming orientation process that sets employees up for success
- Maintaining accurate and confidential employee records and files.
- Ensuring new employees receive required training in accordance with provincial legislation and funder requirements, for example, the Workers' Compensation Act.
- Monitoring mandatory conditions of employment for employees such as current criminal record checks, driver's licences, first aid certifications.
- Partnering with operational leaders to guide probationary periods including check ins, feedback and overall fit within the role and organization.
- Providing leadership, guidance, and support to leaders in addressing employee performance with a focus on development, feedback, and growth.
- Assisting with the management of compensation strategy, payroll, and group benefits plan.
- Fulfilling health and safety responsibilities as the CWAVS Joint Health and Safety Committee Management Representative and Co-Chair.
- Collaborating with leadership to identify staff training and development needs related to people and culture practices.
- Promoting employee wellness and leading supportive return to work planning and related practices.
- Ensuring alignment with CWAVS Personnel Policies and Procedures.
- Assisting in the development and use of employment contracts.



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Our Ideal Candidate Brings:

- Post Secondary Diploma or Undergraduate Degree in Human Resources or a combination of education or relevant experience will be considered.
- 5+ years of progressive experience in human resources is required, ideally within a not-for-profit, social services, or other environment grounded in trauma-informed and culturally responsive practice including demonstrated leadership responsibilities.
- Chartered Professional in Human Resources (CPHR) designation or candidacy is considered an asset.
- Solid understanding of and experience working with, applicable legislation, including the BC Employment Standards Act, Human Rights Code, Workers' Compensation Act, Freedom of Information and Protection of Privacy Act.
- Demonstrated experience leading and supporting practices that reflect feminist, anti-oppressive and decolonizing values including:
 - Supporting empowerment and representation
 - Advancing equity, and collaborative decisive decision-making
 - Maintaining a thoughtful balance of transparency and confidentiality in alignment with privacy legislation and organizations values.

This position requires:

- Satisfactory vulnerable sector criminal reference check in accordance with CWAVS policies and funder requirements.
- Satisfactory Drivers Abstract
- Legal entitlement to work in Canada

Demonstrated Skills:

- Experience fostering and leading a work environment grounded in, equity, inclusion, anti-oppression, anti-racism and anti-colonial frameworks and practices.
- Strong interpersonal, oral, and written communication with the ability to facilitate respectful and inclusive dialogue.
- Ability to maintain confidentiality with care and integrity when working with sensitive employee and Society's information.
- Ability to apply sound, fair, and thoughtful judgement while navigating complex employee related concerns.



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- Strong grounding in trauma-informed practice and the ability to apply this lens to leadership and decision making.
- Well developed conflict resolution skills, with a focus on restorative and relationship- based approaches.

Work Environment:

- Combination of office-based work, direct team support, and agency outreach
- A high degree of responsibility for maintaining confidentiality, ethical practice, and professional boundaries
- The work involves supporting individuals and teams navigating complex experiences related to poverty, trauma, violence, and systemic injustice
- Requires sound judgment, self-awareness, and attention to sustainable workload practices and personal well-being

About Cowichan Women Against Violence Society:

CWAVS has been serving the Cowichan Valley for over 45 years, providing shelter, crisis response, counselling, advocacy, and prevention services. Our work is grounded in safety, dignity, and connection, and we are committed to fostering a workplace where staff feel supported, respected, and able to do meaningful work together. We value lived experience and recognize multiple pathways to expertise.

Equity, Accessibility & Accommodation

CWAVS holds a special program exemption under the BC Human Rights Code that allows the prioritization of **Indigenous (First Nations, Métis, Inuit)** candidates for this position. We strongly encourage Indigenous applicants and individuals from diverse equity-seeking groups, including BIPOC, 2SLGBTQIA+, and people with disabilities, to apply.

CWAVS values lived experience and recognizes multiple pathways to expertise, including knowledge gained through community work, caregiving, and personal healing journeys.

We are committed to creating a culturally safe, accessible, and inclusive workplace. Accommodations in the hiring process and employment are available upon request.