



## HR Job Posting

**Job Title: Human Resources Lead**

**Date: March 2026**

**Reports To: Executive Director**

The Sarah McLachlan School of Music (SoM) builds inclusive and barrier-free communities of musical learning where children and youth find their voice. With three locations spanning BC and Alberta, the school operates an inclusive, creative, curiosity-focused environment and a strong sense of community throughout.

We are seeking a collaborative, solution-focused, individual to support all aspects of human resources.

This role acts as an independent HR contributor and advisor, managing all HR activities from planning to implementation. If you are a self-managed, people-focused single operator who enjoys not only leading new initiatives and decision-making but also thriving in a hands-on busy, self-directed environment, you are our ideal candidate.

The HR Lead is responsible for advising and partnering with leadership to create and maintain mission-aligned people practices and processes. The role has responsibility for supporting recruitment needs for the organization, developing and managing onboarding, performance review processes, and employee retention expertise and advice that fosters a respectful and engaging environment in support of the culture and mission.

### Key responsibilities:

- Assists with building and implementing an annual HR plan and budget
- Regularly attends Leadership meetings
- Recommends, implements and provides training on new and updated policies
- Provides advice, guidance, and support for employee relations policies, procedure and programs
- Works with leadership and managers to create job descriptions and job postings and all facets of the recruitment and onboarding process
- Assists with annual compensation adjustments ensuring both internal equity and external competitiveness
- Administers benefits plans with responsibility for the benefit provider relationship and renewal
- Implements and manages organization-wide performance management processes that align to the school's mission, culture and objectives.
- Develops succession plans and supports the organization in setting and managing a training and development budget
- Assists with initiatives to enhance SoM employee wellbeing and engagement
- Co-chairs the Health and Safety committee
- Collects and analyzes statistics on absenteeism, turnover, vacation, and employee costs



The role requires:

- A degree in a related field
- A CPHR designation
- A minimum of 5 years 'experience in Human Resources, in a variety of specialty areas.
- And above all, a passion, compassion and commitment for the School's mission

This is a hybrid role, with the ideal candidate working 50 - 60% in the office and 40 - 50% remotely from home. Because of this, candidates must have a home office situation comfortable for confidential tasks and must have the ability to commute to the Mount Pleasant area of Vancouver, BC.

We recognize that a diversity of human experiences, perspectives, and identities greatly enhances the opportunity to grow, learn, and thrive as a community. We foster a diverse and inclusive staff in all aspects of the organizational structure and service delivery.

More information about the Sarah McLachlan School of Music is available at <https://www.sarahschoolofmusic.com/>

Salary Range: \$85,000 - \$95,000 based on qualifications and experience. A benefits package is available upon completion of probation.

Please apply with both resume and a cover letter through [Indeed.ca](https://www.indeed.ca). The full job description is available upon request.

**The deadline for applications is April 6, 2026**

Thanks to all who apply. Only short-listed candidates will be contacted.