



ST. AUGUSTINE'S SEMINARY

Employment Opportunity

Position Title:	Human Resources Manager
Department:	Administration
Job Type:	In-person; Modified Full-Time (3 days or 22.5 hours per week)
Supervisor:	Bursar
Number of Employees Supervised:	N/A
Hiring Salary Range:	\$44.44 to \$49.57 per hour

Overview

The **Human Resources (HR) Manager**, reporting to the Bursar (CFO), develops and supports the people & culture at St. Augustine's Seminary. This includes responsibility for the development, maintenance, and implementation of employee policies including safe environment practices. Oversees key HR functional areas including Employee Relations, Talent Acquisition, and Compensation.

The incumbent will maintain and further the strong relationship between the Seminary and the Human Resources team at the Archdiocese of Toronto (Director plus 4 staff). It is expected that Seminary policies & procedures will be updated and brought in alignment with those of the Archdiocese.

Key Responsibilities

- Develop, interpret, implement, and maintain employment policies & procedures
- Coordinate talent acquisition process including development of job postings, reviewing applications, participating in interviews and creating employment offers
- Manage compensation practices, job evaluations, and complete accurate benchmarking analysis with current market data for ongoing maintenance
- Counsel employees and people managers on applicable Seminary & Archdiocesan rules and employment statutes pertinent to employee relations activities
- Handle employee relations issues and conduct harassment investigations
- Prepare separation packages, act as the witness at termination meetings, and negotiate any related severance package adjustments
- Represent St. Augustine's in a positive manner, ensuring all interactions with external parties reflect well on the Seminary and Archdiocese of Toronto

Experience and General Requirements

- University degree in a related field
- Attainment of – or nearing completion of – CHRL or CHRE professional designation
- 6+ years of related experience with demonstrated growth in responsibility
- Strong organization skills with attention to detail to prioritize workload
- Supervisory experience considered an asset
- In-depth knowledge of current Human Resources practices and legislation
- Faith-based knowledge, understanding, and respect for Roman Catholic beliefs, organizational structures, and dynamics
- Ability to maintain confidentiality and perform duties in a detailed, conscientious, and professional manner in keeping with a church environment
- Comfort and adaptability to working with and for clergy
- Fluent in English with superior verbal and written communication skills
- A criminal background check will be required of the successful applicant
- This is an on-site position where the employee is expected to commute on working days

Benefits

- Pro-rated 3 weeks of vacation & 12 paid sick days per calendar year upon hire
- Defined Benefit pension plan after 3 months with a 1%, 2%, or 5% contribution match
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long-Term Disability and Employee Financial Assistance Program)
- Discounted Lunch available on-site
- Free on-site parking

About St. Augustine's Seminary

St. Augustine's Seminary of Toronto is the Major Seminary of the Roman Catholic Archdiocese of Toronto. Its primary mission is the formation of candidates for ordained priesthood in the Catholic Church. The Seminary is also mandated to form men and women aspiring to other ministries in the Church.

The Seminary's mission is undertaken in the context of committed ecumenical engagement as a founding member of the Toronto School of Theology, affiliated with the University of Toronto.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to **Dean Penafiel, Bursar** at hr@staugustines.on.ca
Deadline for receipt of applications is **5pm on Wednesday, November 26, 2025.**
We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), St. Augustine's Seminary of Toronto and the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.