



ST. AUGUSTINE'S
SEMINARY



Employment Opportunity

Position Title:	Human Resources Manager
Department:	Administration
Reports To:	Bursar / CFO
Job Type:	In-person; Modified Full-Time (3 days or 22.5 hours per week)
Location:	Kingston Road campus, Toronto
Hiring Salary Range:	\$44.44 to \$49.57 per hour (approx. \$52,000 to \$58,000 per year)

Are you an experienced HR professional looking for meaningful work, a balanced schedule, and the chance to build something lasting? St. Augustine's Seminary is seeking a **Human Resources Manager** to shape the people practices of our close-knit community that educates and forms future Catholic priests in the Greater Toronto Area and across Canada.

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. This 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.

We are a small, collegial community of approximately 70 staff, faculty, and clergy on a historic lakeside campus next to the Scarborough Bluffs. The Seminary also operates a residence near St. George Subway Station, but work will be conducted mainly at the Kingston Road campus. Our structure is flat and collaborative: decisions are made close to the work, and every role makes a visible difference.

The Role

As the Seminary's dedicated HR professional in this new role, you will be the trusted advisor to leadership, staff, and managers on all matters of people and culture. This is not a supervisory-management role; your influence will come through expertise, sound judgment, and strong relationships.

You won't be working alone; you will collaborate closely with the Archdiocese of Toronto's HR team (Director plus 4 staff). They will be key partners as you modernize the Seminary's HR policies and bring them into alignment with Archdiocesan standards. There is potential for this position to expand to 5 days per week in the medium-to-long term.

In Your First Year, You Will

- Review and update the Seminary's employment policies and procedures in partnership with the Archdiocesan HR team
- Build relationships and trust with staff, faculty, and clergy across the Seminary
- Develop a consistent performance and development conversation process
- Assess HR systems and recordkeeping; recommend improvements where needed

Key Responsibilities

Policy & Compliance

- Develop, interpret, implement, and maintain employment policies & procedures
- Ensure compliance with Ontario employment legislation, including the Employment Standards Act, OHSWA workplace harassment requirements, AODA, and pay equity obligations
- Lead safe environment practices across the Seminary community

Talent & Compensation

- Coordinate the recruitment process, from job posting through to employment offer
- Manage compensation practices and job evaluations, and conduct market benchmarking

Employee Relations

- Counsel employees and people managers on Seminary & Archdiocesan policies and employment legislation
- Handle employee relations matters, including workplace investigations, separations, and severance

People & Culture

- Support onboarding, training, and development for staff and people managers
- Guide staff through policy changes with clear communication and care
- Represent the Seminary professionally with external partners, including the Archdiocese of Toronto

What You Bring

Required

- Knowledge and understanding of, and respect for, Roman Catholic beliefs, structures, and dynamics
- University degree in Human Resources or a related field
- CHRL or CHRE designation, or substantial progress toward it
- 6+ years of progressive HR experience across multiple functional areas
- In-depth, current knowledge of Ontario employment legislation and HR practices
- Discretion and professionalism in handling confidential matters
- Strong organization skills and the ability to manage priorities independently
- Excellent written and verbal communication skills in English
- Comfort working with and for Catholic priests and bishops plus an appreciation for a workforce that includes both lay employees and clergy

Considered Assets

- Experience in education, non-profit, or faith-based organizations
- Experience as a sole HR practitioner or HR generalist in a small organization
- HRIS implementation or HR data and reporting experience
- Experience designing onboarding, training, or performance programs
- Supervisory experience

What We Offer

- Defined Benefit pension plan after 3 months where employees contribute 1%, 2%, or 5% and the Seminary matches to increase the monthly retirement benefit amount
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long-Term Disability, and Employee & Family Assistance Program)
- Pro-rated 3 weeks of vacation & 12 paid sick days per calendar year, starting on hire
- A balanced 3-day schedule (flexible days to be arranged), with potential for future growth
- Discounted lunch and free parking available on-site
- Meaningful work in a mission-driven community

How to Apply

This posting is for an existing vacancy. Please submit your resume and cover letter in MS Word or PDF format to **Dean Penafiel, Bursar / Chief Financial Officer** at **hr@staugustines.on.ca**

In your cover letter, please tell us about an HR policy, program, or process you built or significantly improved, and what you learned from it.

Deadline for receipt of applications is **5pm on Thursday, October 22, 2026.**

St. Augustine's Seminary uses artificial intelligence (AI) tools to assist with the initial screening of applications submitted through online job platforms including LinkedIn. Applications submitted directly by email to hr@staugustines.on.ca are not screened using AI. All shortlisting and hiring decisions are made by Seminary staff. Candidates who prefer that AI not be used in reviewing their application are welcome to apply directly by email.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The successful candidate will be required to complete an Enhanced Police Information Check.

St. Augustine's Seminary of Toronto and the Archdiocese of Toronto are committed to accessibility in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available on request at any stage of the hiring process.