

INTEGRALIntros

Intro to Human Resources

September 23, 2025
1:00 – 2:00 pm

 **IntegralOrg**



1

Mohkinsstis
Land Acknowledgement

Bearspaw First Nation **Siksika First Nation**

Piikani First Nation **Goodstoney First Nation**

Chiniki First Nation **Kainai First Nation**

Tsuut'ina First Nation

Métis Nation of Alberta, District 5 and 6



2

Your Facilitator for

Intro to Human Resources

Mariana Nimara

Principal Consultant, Thrive Consulting Services Ltd.



3



Welcome and Workshop Road map

- Defining Human Resources
- Why HR Matters for Nonprofit Success
- AB Specific HR Requirements
- Key HR Functions for Nonprofits
- HR Challenges for Nonprofits
- Top HR Trends in 2025
- Practical Tips & Resources
- Q&A

4

“Great vision without great people is irrelevant.”

- Jim Collins



5

Imagine an organization where everyone feels valued, supported, and motivated.

*That's what **effective Human Resources** can achieve!*



6

Poll

The most challenging HR issue for our organization today is?

- 1 Recruiting and retention
- 2 Burnout and mental health
- 3 Lack of formal HR infrastructure
- 4 Remote and hybrid work challenges
- 5 Other

7

What is Human Resources?

*Human Resources
is how an organization
finds, supports, grows,
and **protects its people!***



8

HR & Nonprofit Success



- Outcomes - Strong HR keeps teams stable, focused, and supported.
- Clarity - Clear policies reduce confusion and legal risks.
- Retention - Good HR helps retain staff and volunteers long-term.
- Funders trust - Funders value nonprofits with solid HR practices.

9

Alberta Specific HR Requirements



- **Employment Standards Code (Alberta):**
Sets rules for hours, overtime, vacation, and termination.
↳ Learn more: <https://www.alberta.ca/employment-standards.aspx>
- **Occupational Health and Safety (OHS):**
Ensures nonprofits provide a safe and healthy workplace.
↳ Learn more: <https://www.alberta.ca/occupational-health-safety.aspx>

10

Alberta Specific HR Requirements



- **Alberta Human Rights Act:**
Safeguards individuals from discrimination in specific protected areas and grounds.
↳ Discover more: <https://www.albertahumanrights.ab.ca>
- **Workers' Compensation Board (WCB):**
Non-profits can register and offer worker coverage.
↳ Find out more: <https://www.wcb.ab.ca/resources/for-employers/>

11

Key HR Functions for Nonprofits

Recruitment and Onboarding

Recruitment

- Write clear, engaging job or volunteer postings.
- Use mission-focused language to attract values-aligned people.
- Include DEI (Diversity, Equity, Inclusion) practices in hiring.

Onboarding

- Set up a simple checklist for first week and 30-day follow-up.
- Introduce people to your culture, mission, and team.
- Clarify expectations and roles early to prevent confusion.

📌 *Why it matters:* **First impressions shape long-term retention.**



12

Role of Leadership and Culture

“People leave managers, not organizations”

Research indicates that half of employees leave due to their leader, feeling ignored or undervalued.



13

Key HR Functions for Nonprofits

Volunteer Management (Distinct from Staff)

Volunteer vs Staff

- Volunteers have different motivations, schedules, and legal considerations.

Key Practices

- Screen and match volunteers to the right roles.
- Provide orientation and clear structure.
- Track volunteer hours and celebrate contributions.

✳ *Why it matters:* **Engaged volunteers = powerful ambassadors and force multipliers.**



14

Key HR Functions for Nonprofits

Performance and Conflict Management

Performance & Feedback

- Check in regularly - don't wait for problems.
- Use simple tools (like monthly one-on-ones or 3-question reviews).
- Recognize contributions publicly and privately.

Conflict Resolution

- Address issues early, respectfully, and privately.
- Use neutral language and seek understanding.
- Have a basic procedure to guide mediation.

 **Why it matters:** Healthy communication prevents burnout and builds trust.



15

Key HR Functions for Nonprofits

Health, Safety & Well-Being

- Establish secure work environments (OHS checklists, ergonomic setups).
- Provide mental-health supports (EAPs, stress check-ins, wellness days).
- Plan for emergencies & risk management (emergency plans).

 **Why it matters:** A safe, healthy workplace keeps people present, engaged, and legally protected, preventing injuries, burnout, and costly downtime while meeting Alberta OHS laws.



16

Common Challenges and DIY Fixes

Recruitment & Retention

- Difficulty attracting qualified staff due to limited budgets.

Burnout & Mental Health

- Staff often wear multiple hats, leading to high stress.

Lack of Formal HR Infrastructure

- No dedicated HR staff or policies in many small nonprofits.

Volunteer Management

- Managing expectations and boundaries between staff vs. volunteers.

Legal and Compliance Risks

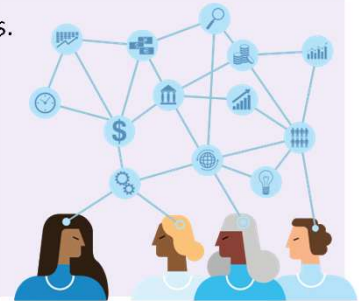
- Gaps in policies (e.g. harassment, leave, health and safety).

Leadership Gaps & Succession Planning

- Founders/EDs stretched too thin.

Remote & Hybrid Work Challenges

- No clear policies or tools to manage hybrid teams.



17

HR Trends for Nonprofits in 2025



- People-Centered Leadership
- Flexible Work & Hybrid
- Equity and Inclusion as Core
- Burnout Prevention & Mental Health
- Skills-Based Hiring & Internal Growth
- Data-Driven HR
- HR Automation & Tools
- Values-Based Employer Branding - "Why work here?" message is now critical to attract top candidates.

18

Poll

What's the one HR action you'll start this month?

- 1 Create a Day-1 onboarding checklist
- 2 Launch monthly "3 Questions" check-in
- 3 Set up a volunteer thank-you plan
- 4 Block a "No-Meeting Wellness Afternoon"
- 5 Other – feel free to share in the chat

19

HR Resources



HR Templates & Guides

- Imagine Canada HR Resources - HR Intervals: Free HR toolkit.
- Volunteer Alberta HR Toolkit (HR Intervals).
→ Free Policies, recruitment, performance templates.
- The Nonprofit Chamber - free HR Resources.

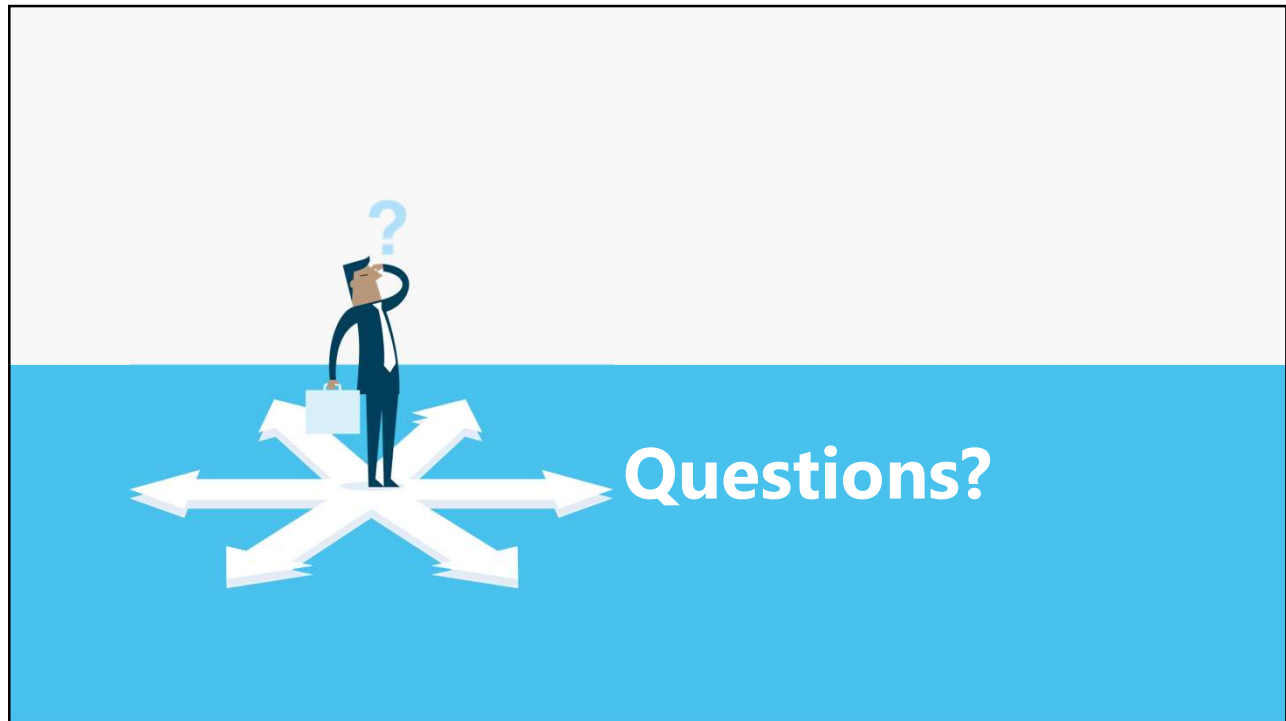
Job Boards

- Reachire.ca - Paid Job postings.
- CharityVillage Resource Hub
→ Paid Job postings.
- Government of Canada- Job bank free

Support

- Techsoup Canada - discounted technology tools.
- LinkedIn Nonprofit - free resources and discounted products.

20



21



22

When you have questions, IntegralOrg has services to help

**A virtual or phone conversation
or
A clinic, a 1-hour problem-solving
session between IntegralOrg
subject matter experts and your
team.**

You might have questions about

- Attaining charitable status
- Strategic planning
- Policies & bylaws (writing and review)
- Social enterprise legal structures
- Governance and board development

These services are free of charge!

Find out more at integralorg.ca/who-we-work-with/clinics/

23



Consultations | Workshops | Toolkits | Organizational Development Projects

**Go-to problem
solver for
your nonprofit**

- Governance
- Strategic Planning
- Risk Management
- Legal Compliance
- Financial Management
- Leadership Development

www.integralorg.ca admin@integralorg.ca (403) 910-7279

24

Disclaimer



- All information or advice provided as part of this presentation is intended to be general in nature and you should not rely on it in connection with the making of any decision.
- IntegralOrg tries to ensure that all information provided is correct at the time of the presentation but does not guarantee the accuracy or completeness of such information.
- All content, information and advice is provided on an "as is" basis and IntegralOrg hereby expressly disclaims all liability for any action you may take as a result of relying on such content, information or advice or for any loss or damage suffered by you as a result of you taking this action.
- Neither IntegralOrg nor any of its employees or agents shall be liable for any damages either direct, indirect, special, consequential, punitive or other damages (including but not limited to financial losses, loss of data, loss of profits, loss of business, and business interruption) arising out of the use of the content, information or advice provided herein.