



Job opening:

People and Culture Manager

Wyvern is making something big. Our vision is to provide actionable intelligence from space, anywhere in the solar system. To achieve this we need to entirely reimagine how satellite Earth observation is done.

We're a rapidly growing space company in Western Canada, powered by humans who are passionate about space and are redesigning the satellite to enable a sustainable future for humanity. Wyvern has raised well over \$10M in seed funding.

If you're excited by the prospect of working with an incredibly smart team who needs your help to facilitate day-to-day admin and operations, this role is for you.

What we're workin' on

Wyvern is developing unfolding space telescopes to capture high-resolution imagery from space. On a daily basis, our engineers are developing technologies to bring new innovations to satellite and Earth observation technologies. One year from now we will have three satellites in space, and as we accelerate our technology roadmap, we need to grow our team of engineers, specialists, and business partners.

Who you are

Are you deeply invested in other people's success? Are you excited by the prospect of contributing to the growth of a technology and business team for one of Edmonton's fastest growing companies?

This role is for you if you are a human resource professional who wants to support sustainable growth at a growing space company. You are an experienced human resources leader who has worked within the context of a scaling company. You understand the unique challenges and unique opportunities that this stage of company is faced with - from nurturing our unique culture, to sustaining our vision of equity and inclusion, to having a demonstrable track record for recruitment and retention strategies. If this sounds like you, we'd love to get to know you better.

This role is well suited to you if you:

- Have 5+ years experience in human resources;
- Have worked in a scaling startup and who is familiar with talent acquisition;
- Can demonstrate experience collaborating with engineering and/or technical roles;
- Have experience shaping equity, diversity, and inclusion (EDI) strategy and driving initiatives to effect tangible improvements;
- Are comfortable delivering projects autonomously as part of a small, agile team;



- Are an HR professional, with preference given to graduates of a formal human resource program and those possessing an HR credential;
- Have advanced knowledge of the identification of, implementation of, and use of HR systems;
- Have contributed to total compensation planning for employees.

What you will be doing

- Professionalizing Wyvern's HR operations by implementing formal HR tools, processes, platforms, and practices;
- Formalizing, documenting, communicating, and upkeeping HR policies that will be foundational to Wyvern as the team grows;
- Evaluating both employee and contractor options for role fulfillment;
- Posting openings to assorted job boards and sites as necessary, supporting applicant screening processes, and coordinating candidate interviews;
- Nurturing alignment of job seekers to Wyvern's technical, experiential, and cultural fit;
- Evaluating, negotiating, and closing position offers;
- Working with Wyvern's executive team to develop performance management plans;
- Align HR and recruitment systems with Equity, Diversity, and Inclusion (EDI) objectives and drive EDI education in the company;
- Formalizing onboarding and offboarding systems;
- Supporting the design of employee recognition programs and retention strategies;
- Supporting compensation and benefits benchmarking and developing fulsome total compensation plans.

What to expect from Wyvern

- We have all the best aspects of startup culture including flexible working hours & support from across the team whenever you need it.
- We're small but rapidly growing. The support and professionalism that you provide will be foundational to Wyvern's success and you will get the unique opportunity to grow *with* the company.
- This is a full-time permanent position based in Edmonton, Alberta, Canada and will entail either hybrid or office options. Remote work is an option for exceptional candidates with remote work experience.
- Pay is commensurate with experience.

To apply for this opening, send your resume & cover letter to hr@wyvern.space.