

**Job # 15.19**

**Job Title:** Human Resources Assistant

**Closing Date:** May 10, 2019

**Location:** Toronto, ON

**Duration:** 8 weeks, 40 hours per week

**Salary Range:** \$14.00 / hour

**Job Type:** Summer

**The Role**

Under the direct supervision of the Chief Financial Officer and in conjunction with the Senior Administrator, the Human Resources Assistant will largely focus on supporting CCRW staff across various programs and services in their professional development, performance management, human resources issues and concerns. The HR Assistant will support current initiatives regarding human resource planning as part of CCRW's larger 2018-2021 strategic plan addressing organizational excellence.

**The main accountabilities for this position include but are not limited to:**

- Assist with the preparation and posting of notices and advertisements for vacant positions (including locally and also through social media)
- Review and organize candidate resume and cover letter inventories for various programs and services
- Promote CCRW as a choice employer to graduates of colleges, universities and other educational institutions
- Assist in the development of standardized job posting templates to be used by CCRW's managers and across all programs
- Review policies and procedures developed by upper management
- Assist with formalizing CCRW's onboarding procedures for new staff
- Assist with the development of surveys designed to assess organizational health and wellness including staff appreciation initiatives
- Advise managers and employees on staffing policies and procedures as needed
- Provide support regarding the revision of official grievance procedures
- Compose general handouts related to CCRW staff benefits to be distributed to new CCRW staff during the orientation process
- Perform record-keeping, transcription, filing, scheduling, and data entry duties as needed

**Who are you:**

A Human resource assistant is an engaging and self-motivated individual with good decision-making skills; problem-solving skills; and communication skills (including netiquette). You should be studying a



field related to personnel management such as business administration, industrial relations, commerce or psychology.

**Requirements to be considered for this job:**

- This position is funded by Canada Jobs and the person hired must be born after July 1, 1989, be a Canadian citizen, permanent resident or a person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* and is legally entitled to work according to Ontario regulations. International students are not eligible.
- Students enrolled or recently graduated from post-secondary programs (including college-level certificate or diploma programs as well undergraduate or graduate degree programs) focusing on human resource or a similar field.
- Previous experience working within a non-profit environment and with people with disabilities would be preferred.
- Proven leadership, communications and interpersonal skills
- Creative, organized, innovative and enthusiastic
- Ability to work well independently and in teams
- Ability to prepare comprehensive proposals and reports.
- Proficiency in MS Office Suite including Outlook, PowerPoint, Word, and ideally Publisher), Skype, Adobe Connect/Zoom Meeting and Office 365 (including SharePoint)
- should also be comfortable using job search websites and social media platforms such as LinkedIn, Canada's Job Bank, Facebook, Twitter, Instagram, as well as be able to comfortably navigate CCRW's website
- Previous experience using talent management software would be preferred.

Interested applicants are invited to submit a cover letter and current resume to:

[Careers@ccrw.org](mailto:Careers@ccrw.org)

Please quote Job # 15.19

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

CCRW is committed to workplace inclusion. Candidates of diverse backgrounds are encouraged to apply. If you require an accommodation at any point in the application process for this position, please email

[careers@ccrw.org](mailto:careers@ccrw.org)