

## Employment Opportunity

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### Human Resources Assistant

Central Administration

Contract – Summer Student

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*North York Seniors Centre* provides programs and services to promote the physical, emotional and social well-being of adults 55+ living in our diverse community.

This position reports to the Human Resources Coordinator.

#### **Responsibilities:**

- Assist with day to day operations of HR functions and duties for employees and volunteers, such as assist with processing incoming emails for employment and volunteering opportunities and recruitment efforts
- Provide administrative support to the Human Resources department, including word processing, filing documents and files, photocopying, and other general clerical duties
- Assist with the preparation and implementation of onboarding sessions to newly hired employees
- Assist in maintaining current HR/volunteer files and volunteer database
- Assist with the preparation and implementation of the Volunteer Engagement Survey
- Assist with the preparation for the accreditation survey
- Participate in continuous quality improvement processes and assist the Central Administration Team with research and development of best practices
- Promote and maintain a high standard of customer service that is client focused

#### **Qualifications/ Skills:**

**Education:** Post-Secondary

**Experience:** Human Resources, Volunteer Management, Administration

**Other:** Excellent computer skills, Organized, Detailed-oriented, Fluent in English, other language an asset

#### ***To be eligible to participate in Canada Summer Jobs, individuals must:***

- be between 15 and 30 years of age (inclusive) at the start of employment;
- be registered as full-time student in the preceding academic year and intends to return to school on full-time basis in the next academic year;
- be a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*\* and;
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

***\*Foreign students are not eligible.***

**PLEASE TURN OVER →**



## Employment Opportunity

**Please submit your resume by Monday May 14, 2018 to:**

**Mail:** North York Seniors Centre, Attn: Human Resources Department  
21 Hendon Avenue, Toronto, ON M2M 4G8  
**Fax:** 416 733.1858  
**E Mail:** hiring@nyseniors.org

**Please indicate the position you are applying for in the subject line of the email.**

**No phone calls, please.**

North York Seniors Centre is an equal opportunity employer. Thank you to all who express interest in this position. Only those candidates selected for an interview will be contacted.

North York Seniors Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants need to make their request for accommodation known when contacted.