

# Employment Opportunity

## Canada Summer Jobs Program



POSITION	PROGRAM	DETAILS
Human Resources Assistant	Corporate Services	Full-Time 16 Weeks
Number of Positions	SALARY	HOURS
1	\$16.55	35 hours

Banyan is a not-for-profit organization that has provided quality services to the youth justice, children, and senior's community support sectors since 1978. Banyan is committed to improving the mental, physical, and social well-being of at-risk populations in our service areas of Hamilton, Niagara, Brant, Haldimand, Norfolk, and Wellington.

### PURPOSE OF THE POSITION

The HR Assistant position will work alongside with the HR team, supporting in full cycle recruitment practices, employee experience, collecting and presenting data, records retention and conducting a full range of administrative tasks.

### POSITION RESPONSIBILITIES

#### *Full Cycle Recruitment*

- Assist with updating internal and external job postings.
- Provide support with initial screening of candidates.
- Coordinate the communication with candidates and schedule interviews.
- Assisting with onboarding of new employees and preparation of documents for payroll.
- Support orientation of new hires to the organization and assisting in providing initial training on policies and procedures.

#### *Administrative*

- Assist with day to day operations of the HR functions and duties.
- Provide administrative support to Human Resources Department.
- Maintain and update manual and digital employee records, including supporting internal audits.
- Process documentation and assist with preparing reports relating to personnel activities (staffing, recruitment, training, performance evaluations etc).
- Support with HR projects, meetings, training, surveys and taking minutes of meetings.
- Assist in the collection, organization and analysis of HR data like employee turnover rates and training KPIs to generate HR reports.
- Assist with employee requests.

#### *Employee Experience*

- Assist with planning and organizing of staff events including preparing communication and obtaining materials or equipment.
- Assist with generating ideas for engagement opportunities.
- Supports with performing on-going initiatives.

### **ROLE COMPETENCIES**

#### **Classification Specific**

- **Problem-Solving Skills:** develop strategies using a system-thinking approach. Identify and analyze problems so that viable solutions are found.
- **Managing Multiple Priorities:** ability to remain calm and multi-task within a multi-disciplinary environment.
- **Analytical Skills:** ability to understand, analyze and reconcile information and avoid errors.
- **Computer Skills:** competent in using MS Office suite of products to produce quality results.
- **Team Player:** works cooperatively within the team to achieve goals and to foster commitment, spirit, pride and trust.
- **Time Management Skills:** ability to accomplish tasks within timeframes and by deadlines.

### **QUALIFICATIONS**

- Currently enrolled in a Post-secondary education in Human Resources Management, Business Administration, or related field on a full-time basis and returning to school in the fall of 2024.
- Must meet the age and other Canada Summer Jobs program criteria.
- Legally entitled to work in Canada as a student.
- Excellent communication skills and ability to develop interpersonal relationships with employees at all company levels.
- Strong decision-making and problem-solving skills.
- Attention to detail.
- Ability to handle sensitive information with discretion.
- Provide and maintain an acceptable Criminal/Vulnerable Sector Record.

### **WORKING CONDITIONS**

- The Human Resources Assistant will conduct business from the designated office where standard office working conditions and the use of standard office equipment will apply.
- Working on the computer and sitting for extended periods of time.
- Hours of work will regularly fall within normal business hours.

PLEASE FORWARD YOUR RESUME AND LETTER OF INTEREST TO:

Banyan Community Services  
688 Queensdale Avenue East, Suit 2B  
Hamilton, ON L8V 1M1  
[recruit@banyancs.org](mailto:recruit@banyancs.org)  
(905) 549-9011 (fax)

**Note: Canada Summer Jobs 2024 Program period is from April to August 2024**



