



April 22, 2024

HUMAN RESOURCES ASSISTANT

(Canada Summer Jobs Student Position - 35 Hours/Week)

External Job Posting

John Howard Society of Waterloo-Wellington (JHSWW) is looking for a new team member to join the organization as a Human Resources Assistant. We offer an excellent work environment. As a community-based charitable organization focused on crime prevention, we offer: life skills coaching/programming; diversion and other programs and services fostering accountability and learning, repairing harm and making amends; and employment programs. We understand myriad factors contribute to crime including social and community factors. We work closely with stakeholders including other community agencies, schools, probation, police, courts, employers, and others. JHSWW is accredited by Imagine Canada. We have three priority focus areas in our current strategic plan:

- ❖ RESILIENCY
- ❖ COLLABORATION
- ❖ INCLUSION

For more information about the John Howard Society of Waterloo-Wellington visit <http://jhsww.ca>.

Applications are currently being accepted for the Human Resource (HR) Assistant summer student (35 hours a week– ending September 2, 2024) position. The HR Assistant will be primarily working 8:30am – 4:30pm Tuesday to Thursday, with some flexibility for evening or Saturday work. This position reports to the Human Resources Generalist, and works mainly out of the Kitchener office and may occasionally work out of our Cambridge office. A valid driver's license, vehicle and insurance are required.

Responsibilities:

- Assist with selection, hiring, and onboarding systems (e.g., recruitment, review cover letters/resumes, set up interviews & interview schedules, conduct reference checks, preparing job offer letters, orientation, etc.)
- Assist with data entry and generating reports to track employee vacation and other leaves and organizational performance analysis and HR analytics
- Assist with journal entry preparation and payroll ledger administration to support accurate costing/expensing to program budgets and timely reporting
- Provide HR related information to the agency's auditor to support the audit process
- Assist with the handling of all aspects of benefits and pension administration
- Assist with the HR file management, retention and destruction as per statutory requirements and agency policies and support the shift to e files where needed
- Assist with updating training and tracking logs
- Other duties as assigned

The following are essential skills, abilities and requirements for this position:

- High school Diploma – required and currently pursuing CHRL designation or post-secondary diploma/degree in human resources or risk management
- Understanding of organizational systems (i.e. production, human resources & management) and a commitment to continuous improvement strategies
- Excellent report writing, presentation and analytical and organizational skills including time management and planning
- Ability to make efficient and sound decisions for complex issues including a proven ability to deal with sensitive matters in a timely and confidential manner
- Attention to detail with the ability to manage multiple priorities in a fast paced and deadline driven environment
- Excellent oral and written communication skills
- Self-sufficient, highly motivated and results-oriented
- Current clearance from a criminal records check. Must be able to meet criminal and other offence/conviction screening criteria necessary for the Agency to maintain its contracts, insurance requirements and charitable status.
- Computer proficiency in Microsoft Office ® including Outlook, Excel, PowerPoint and Word; internet searches; social media and virtual meeting platforms (e.g., Zoom).
- Proven ability to work independently and as part of a team
- Fluency in French would be considered an asset

Eligibility Requirements:

- Be between the ages of 15 – 30 at the start of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, and
- Have a valid Social Insurance Number at the start of the employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Compensation: \$16.55 per hour (+4% Vacation pay)

Interested candidates should submit a cover letter and résumé by 12 pm (noon) EST on May 10, 2024 via email to resumes@jhsww.ca.

Please include the job title in the subject line of the email.

The John Howard Society of Waterloo-Wellington is dedicated to providing a welcoming space for all clients, staff, volunteers, placement students, and guests. We welcome applications from people of all races, ethnicities, religions, cultures, sexual orientations, gender identities and different abilities. Should you require an accommodation or any aids during the application or interviewing process, please do not hesitate to contact the HR Generalist mentioned above, to give us the opportunity to make suitable arrangements. Any personal information submitted to the John Howard Society of Waterloo-Wellington will be retained for the purpose of the recruitment process only.

