



Human Resources Assistant (Contract Summer Student Position)
37.5 hours/week - \$14.00/hour
April 30 to August 17, 2018 (16 Weeks)

Hospice Niagara, a not-for-profit charitable organization that focuses on improving the quality of life for people living with life-limiting illnesses, death, dying, grief and loss, is seeking a Human Resources Assistant (Contract Summer Student Position).

Qualifications:

- Between 18 and 30 years of age at the start of employment
- Have been registered as a full-time student 2017-2018 and intend to return to school on a full-time basis 2018-2019
- Canadian Citizen or Permanent Resident, or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with Ontario legislation and regulations
- University or college student with educational emphasis on business administration - human resources, volunteer management, or related discipline

Skills/Competencies:

- Computer literate in all Microsoft Office applications
- Strong attention to detail, ensuring accuracy in all work
- Exceptional interpersonal, written and verbal communication skills
- Demonstrated professionalism and “can-do” attitude
- Experience coordinating and supporting special events
- Ability to manage varying priorities, working under tight timelines

Key Responsibilities:

- Contribute to the process of staff job analyses, review and design across multiple functions
- Assist with the review and enhancement of recruitment and on-boarding processes and materials
- Provide support to staff and volunteer recognition activities and events
- Assist with the review, research and development of human resource and volunteer policies
- Other duties, as required

How to Apply:

Applications will be accepted until Friday, February 23rd, 2018. Please send cover letter and resume in MS Word or PDF attachments via email with **Application: Human Resources Assistant** in the subject line to careers@hospiceniagara.ca.

Hospice Niagara is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), individuals requiring accommodation during the application/recruitment process should advise Human Resources so arrangements can be made. All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.

We thank all who apply, however, only those selected to proceed in the recruitment process will be contacted. No phone calls please. For more information about Hospice Niagara, please refer to our website: hospiceniagara.ca.