

Part-Time Employment Opportunity: Program Assistant – HR Department

Please refer to **Program Assistant – HR Department** in the email title

Initiatives for Just Communities (IJC) is a non-profit, charitable organization that operates four community justice programs: El'dad Ranch, Touchstone, Open Circle, and CoSA. These programs support people with intellectual disabilities, Fetal Alcohol Spectrum Disorder (FASD), and those who are currently, or have been previously, incarcerated. IJC is committed to restorative justice practices, which honour the community and foster a sense of belonging.

IJC supports many Indigenous and culturally diverse participants. As an organization, we acknowledge our need to strive toward a workforce that is a fairer representation of the communities we serve. We value diversity and aim to foster an inclusive work culture where everyone's contributions and personal development matter.

The HR Department is responsible for managing the employment cycle, administering employee benefits, supporting the hiring process, guiding IJC's employees, caring for their motivation and wellness. HR also assists programs to manage the culture and work environment at IJC.

Responsibilities:

- Process, verify and register documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations and classifications
- Maintain and update manual and computerized filing and registration systems, and compile and prepare reports and documents relating to personnel activities
- Respond to telephone and written enquiries from staff and the general public regarding personnel matters
- Arrange for advertising or posting of job vacancies, assist in screening and rating of job applicants, and conduct reference checks
- Schedule and confirm appointments and meetings of employer
- Order office supplies and maintains inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Greet visitors, ascertain nature of business and direct visitors to the employer or appropriate person
- Record and prepare minutes of meetings
- May compile data, statistics and other information to support research activities
- May supervise and train office staff in procedures and in the use of current software
- May organize conferences.

Qualifications:

- High School Diploma or Equivalent
- A clear Criminal Record Check
- Willing to support the goals and vision of Initiatives for Just Communities

Required Skills:

- Ability to maintain the confidentiality of files, personal information, and other matters, as appropriate;
- Excellent attention to detail with accuracy and ability to multitask in a fast-paced environment;
- Ability to work independently and as a team.
- Proficient in MS Office including MS Word, Excel, Outlook

Assets:

- Related post-secondary education or previous experience with HR.
- Experience or education working in the social services field.

Terms:

- Starting hourly wage \$15.95 to \$18.76 depending on experience
- 45 hours biweekly
- There is 6-month probationary period

Benefits include:

- Employee and Family Assistance Services
- Paid Sick Leave
- Personal Leave

Apply by emailing Cristiane De Lima at resumes@initiativesjc.org.

Please refer to **Program Assistant – HR Department** in the email title.

Application due date: September 30, 2022