

Position Title: Human Resources Administrator

Position Details

- Full-Time - 75 hours bi-weekly
- Mondays to Friday
- Day Shifts: 8:30 am until 4:30pm (flexible)
- Hourly wage between \$18.63 - \$20.97

About Us

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 aspire to have a workforce that is representative of the diversity within our communities. We value diversity and aim to foster an inclusive work culture where everyone's contributions and professional development matter.

The Position

Reporting to the Director of Human Resources, the Human Resources Administrator is responsible for performing various administrative and clerical functions to assist with the day-to-day operations of the Human Resources and Training and Development team.

What you will do

Human Resources

- Provide administrative support to the HR team, such as managing the relevant databases.
- Assist with recruitment, reviewing resumes, scheduling interviews, performing reference checks, and following up on paperwork.
- Support and lead orientations, onboarding programs and update records with new hires.
- Generate HR reports and metrics pertinent to recruitment, turnover, and other HR-related data.
- Assisting in the creation, management, and maintenance of HR documents, including spreadsheets, process documents, instructions, job descriptions, job postings etc.

Training and Development

- Maintain training records and update systems as needed.
- Conducting regular system audits to ensure user records and training completion records are updated and accurate.
- Assisting in the setup and monitoring of event registration and supporting the hosting of virtual events.
- Participating in onboarding and training sessions.
- Providing support to other projects and duties as assigned.

Qualifications

Knowledge, Skills, and Abilities

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator: you clearly express your thoughts in conversation and in written communication.
- An active listener: you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player: you contribute as a team member and share equally in the exchange of ideas, concepts, and process outcomes.

Required

- 1-2 years' experience in an administrative capacity
- Educational Background in Human Resources, Business Management, Public Administration or combination of work experience will also be considered.
- Ability to handle sensitive and confidential information with integrity.
- Proficient using office equipment, Microsoft Office programs (Outlook, Word, Excel, PowerPoint, and SharePoint) with advanced abilities working with Microsoft Excel.

Assets

- Experience working within a human resources department
- Knowledge of HRIS (Payworks) and Learning Management Systems (Brainier or similar) is considered an asset.
- Experience presenting to groups.

Conditions of Employment



- Satisfactory Criminal Record and Vulnerable Sector check.
- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.

Benefits Include

- IJC group benefits package after the probation period.
- RRSP plan with employer contributions
- Employee and Family Assistance Services
- Paid Sick Leave

Location – 315 HWY 52 W, Mitchell, MB R5G 0Z2.

How To Apply

Submit your application to resumes@initiativesjc.org, with **Human Resources Administrator** in the email title.

APPLICATION DEADLINE: July 5th at 4:00 pm

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

We thank all applicants for their interest, but only those selected for an interview will be contacted.