



**Employment Opportunity  
Human Resources Assistant  
Grant Funded Term (Summer)**

**TITLE:** Human Resources Assistant  
**TERM:** 3 Month Summer Term  
**LOCATION:** 661 Main Street  
**DEPARTMENT:** Administration  
**REPORTS TO:** Executive Director  
**WAGE:** \$18 per hour  
**HOURS OF WORK:** 40 hours per week

**KEY RESPONSIBILITIES**

- Assist in the recruitment and onboarding process for frontline staff
- Review, audit and organize employee files
- Assist in the development of HR policies & procedures
- Develop HR forms and templates
- Assist in the development of new job descriptions and update existing as required
- Prepare, send out, and manage employee letters and other documentation
- Support other human resource functions as assigned

**ELIGIBILITY REQUIREMENTS & QUALIFICATONS**

- Based on the funding requirements for this position, applicants must be youth aged 15-30
- Experience or education in human resource management is considered an asset
- Excellent organizational, analytical and project management skills
- Proven ability to work within an interdisciplinary work environment with respect, professionalism, cooperation, sensitivity and cultural awareness
- Excellent attention to detail
- Proficiency in Microsoft Office applications
- Satisfactory Criminal Record Check with Clear Vulnerable Sector Search and Clear Adult Abuse Registry Check required

**APPLICATION PROCESS:**

When submitting your application, be sure to indicate the correct position information in the **subject line** when applying.

<b>Submit required documentation to</b>	hr@mainstreetproject.ca
<b>Required Documentation</b>	<b>Resume, Cover Letter &amp; Certifications</b>
<b>Closing Date</b>	<b>May 19, 2022 @ 9 am</b>
<b>Subject Line</b>	<b>HR Assistant</b>

Main Street Project recognizes the importance of building a workforce that is reflective of the community it serves, where culture, language and perspectives drive a high standard of care and service. Therefore, preference will be given to Indigenous people and those who reflect the people/population we serve. Applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

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