



## HR Assistant

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

### **About York Region Educational Services:**

York Region Educational Services (YRES) is a not-for-profit organization that provides individuals in York Region and beyond with free and affordable educational resources in a safe and supportive environment that inspires, motivates, and helps set the foundation for personal growth.

### **About this opportunity:**

As an HR Assistant, you will be providing support to the corporate workforce by updating corporate policies and procedures and helping across various HR initiatives.

#### *Key responsibilities are as follows:*

- Tracking the attendance of co-op students and their timesheet updates.
- Aiding in screening applicants' resumes and applications.
- Collecting feedback to complete projects like onboarding improvement and job description review.
- Designing personal development resources and additional guiding documents to assist new employees in the onboarding process.
- Maintain HR records, documentation, and compliance requirements in alignment with company policies and employment standards.
- Collaborate with internal teams by providing HR support to various departments to strengthen operational efficiency.
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area.
- Work in various sectors of the company! While much of your time will be spent supporting HR and teaching tasks, you will also take on responsibilities related to other fields (e.g., administration or program planning) to support organizational development.

**Requirements:**

- Dedication and passion for community impact, education, and youth-focused initiatives, along with a strong interest in people management and communications.
- Excellent written and verbal communication skills for interacting with team members.
- Ability to work independently and collaborate with multiple stakeholders throughout various projects.
- Proficiency in using Google Workspace and Canva.
- Creative, innovative thinking and strong problem-solving skills.
- Exceptional attention to detail.
- Excellent organizational skills and ability to meet deadlines in a fast-paced environment.

**Assets:**

- Experience in people or resource management, community outreach, or program coordination.
- Experience in team leadership, event planning, or volunteer training.
- Experience working with children, adolescents, or community-focused organizations.
- Fluency in more than one language (reading, writing, speaking, and listening).