

**Start Me Up Niagara
Job Description** Human Resource Intern (Unpaid)

TYPE OF POSITION: 20 hours weekly
Schedule: Monday to Friday 9am- 1pm
LENGTH OF TERM: 3 months
REPORTS TO: Office Manager - Human Resources &
Benefits Administrator
CLOSING DATE: Until filled



About the Start Me Up Niagara:

At Start Me Up Niagara, we offer services and programs to support people facing significant challenges such as poverty, homelessness, unemployment, disabilities, addictions and mental health issues. Our goal is to provide opportunities for these individuals to help them increase their level of self-sufficiency and improve their quality of life. Our services range from daily drop in, community lunches, health care, income maximization, arts, garden, housing supports and employment development.

Together, we are working to build a community where all are included.

Position summary

To be successful as an HR intern, you should keep abreast of the latest developments in labor legislation to determine how company HR policies may be affected. Ultimately, an outstanding HR intern should be detail-oriented and able to demonstrate excellent administrative and organizational skills.

Responsibilities:

The ideal candidate will be a self-starter, who is just as comfortable working autonomously as with a team. This candidate should have a high level of discretion and confidentiality and offer new ideas and initiatives.

1. Updating company databases by inputting new employee contact information and employment details.
2. Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
3. Organizing interviews with shortlisted candidates.
4. Posting job advertisements to job boards and social media platforms.
5. Removing job advertisements from job boards and social media platforms once vacancies have been filled.
6. Assisting in the planning of company events.
7. Preparing and sending offer and rejection letters or emails to candidates.
8. Coordinating new hire orientations.

9. Supporting day-to-day operations by performing administrative tasks for Team Lead, department, or team.
10. Answering telephone calls and taking messages for Team Lead, department, or team members.
11. Ensuring appropriate document control and compliance through filing, composing, and editing documents and reports for the department.
12. Handling confidential information with significant discretion and judgment.
13. Faxing, photocopying, scanning and printing documents.
14. Other duties as required

Qualifications and competencies

1. Working towards a Bachelor's Degree in Human Resources or related field

Requirements:

1. Effective communications and interpersonal skills.
2. Applies critical thinking
3. Strong attention to detail and the ability to work well under pressure.
4. Have a positive, non-judgmental attitude toward others.
5. Ability to multi-task and prioritize work.
6. Strong organizational skills and ability to multi-task in a busy environment.
7. Problem solving and decision making skills.
8. Self-directed and team-oriented, with proficient organizational and problem-solving skills. Excellent communication and interpersonal skills.
9. Effectively manage administrative tasks.

How to Apply:

Applicants are invited to email a cover letter and resume to tbenjamin@startmeupniagara.ca with the subject line "HR Intern Application".

We thank all applicants, however only those who are selected for an interview will be contacted.

Accommodation

Accommodation provided during all parts of the hiring process, upon request, to applicants with disabilities. Applicants should make their needs known in advance.

Start Me Up Niagara is an equal opportunity employer and is committed to providing employment in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Accommodations within reason due to a disability or medical need are available on request for candidates taking part in the recruitment process.