

<b>Organizations:</b> TNO - THE NEIGHBOURHOOD ORGANIZATION	<b>Department:</b> CORE – Human Resources
<b>Program/Project:</b> Canada Summer Jobs	<b>Position Title:</b> Human Resources Coordinator
<b>Location and Hours of Work:</b> TNO sites and offsite 35 hours per week	<b>Position Type:</b> 8 Week Contract <b>Hourly Rate:</b> \$15.00 per hour
<b>Expected Start date:</b> July 4, 2022	<b>Positions available:</b> One Position

TNO - THE NEIGHBOURHOOD ORGANIZATION (TNO, formerly *Thornccliffe Neighbourhood Office*) is a community based multicultural, multi-service agency, which offers a broad range of programs to serve Thornccliffe Park, Flemingdon Park, and the surrounding communities through strengthening the quality of individual and community life.

**Position Summary:**

The Human Resources Coordinator will support the HR Department in the development and implementation of a new paper and electronic filing system of employee records and department files.

**Main Tasks & Responsibilities**

- Prepare initial research into employee records retention requirement and best practices
- Assist in the development of a records framework
- Develop work plan and tracking documents for project
- Inventory current records; provide report to HR manager on missing documents
- Support the transfer of documents from email to appropriate files (paper and electronic)

*This position is funded through the Canada Summer Jobs Program. Participants must meet the following criteria:*

- Be between 15 and 30 years of age at the start of the employment,
- Registered as a full-time student in the preceding academic year; and intends to return to school on a full-time basis during the next academic year.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**Qualifications and Experience Required**

- Basic understanding of Human Resources best practices, knowledge of Records Management is an asset.
- Demonstrated professionalism, good judgment and commitment the value of confidentiality.
- Excellent English communications skills (reading, written and verbal). Ability to speak other language is an asset.
- Excellent customer service skills.
- Previous experience in a culturally diverse environment.
- Ability to manage multiple tasks and work with minimal supervision.
- Proven ability to work independently in a well-organized, professional manner.
- Ability to establish and maintain good working relationships with staff and volunteers.
- Proficiency in MS Office, Internet and E-mail.
- Knowledge of photocopier, fax, scanner, proficiency in the use of computers including word processing and printers.

**Working Conditions**

**Hours of Work** - Regular hours for 35 hours per week, Monday – Friday.

**Location** – 1 Leaside Park Drive.

## **Hiring Conditions**

**Vaccination Requirement** – As a condition of employment, TNO requires all new hires to provide proof of full vaccination against COVID-19 prior to the start date of employment. Applicants who have appropriate written proof of a medical reason, or a reason pursuant to the Ontario Human Rights Code for not being fully vaccinated against COVID-19, may provide such documentation to the Human Resources department for accommodation consideration. Such situations will be considered on a case-by-case basis.

**Screening** - As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening. TNO will assist in the completion of the VSS.

TNO - THE NEIGHBOURHOOD ORGANIZATION - is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities, and people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities and other equity-seeking groups to apply.

### **How to apply**

To apply for the position candidates should send a copy of their application (cover letter, resume and any other document supporting your candidature) to Human Resources **by 5:00PM May 24<sup>th</sup>, 2022.**

[CLICK HERE TO APPLY](#)

Or Attn: Human Resources TNO - THE NEIGHBOURHOOD ORGANIZATION - 1 Leaside Park Drive, Unit, # 7 Toronto, Ontario, M4H 1R1

TNO – THE NEIGHBOURHOOD ORGANIZATION is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Should you require accommodation at any stage of the recruitment process, please contact 416-467-0126.

*We thank all applicants for their interest but only those selected for further consideration will be contacted.  
For more information visit: <http://www.tno-toronto.org>.*