



Human Resources Administrator Volunteer

Program Summary

Family Service Toronto's (FST) Human Resources department provides a person oriented, high performance culture that seeks to create an environment which promotes service excellence, continuous improvement, learning, creativity, innovation and risk taking. The department oversees employee relations, performance management, health and safety, organizational development, policy administration, departmental development, and regulatory compliance as well as administering payroll, benefits and pensions.

Position Summary

We are looking for a detail-oriented individual with a Human Resources (HR) background to assist with the development of an operational infrastructure for the HR department and provide office support.

Core Responsibilities

- Using the FST Policy and Procedures Manual, prepare a variety of templates, forms, correspondence, FAQs
- Identify key aspects of policies and procedures that will form critical components of a management training program
- Participate in other projects and tasks as needed
- Provide administrative support in the provision of office services

Experience and Skills

- Diploma or working towards a diploma in human resources, business administration or equivalent education or experience working in an HR environment
- Knowledge of relevant Human Resources legislation, principles and practices and willingness to research
- Strong organizational and administrative skills
- Excellent computer skills including Microsoft Office; familiarity with HRIS
- Good verbal communication skills and excellent written communication skills
- Detail oriented
- Reliable
- Ability to work independently
- Flexible to manage competing demands
- Collaborative
- Commitment to principles of social justice, cultural competence, equity and inclusion



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Time Commitment

- Two three-hour shifts per week (Monday through Friday) between 9 a.m. and 5 p.m., with an option to contribute additional hours/shifts if desired by the volunteer
- Schedule to be arranged with supervisor
- Minimum commitment of 3 months is requested

Location

- 355 Church Street (Church and Gerrard)

Orientation & Training

- General to FST: Through Volunteer Resources
- Specific to the role: Human Resources Supervisor

Benefits

- Opportunity to gain HR experience working in a unionized social service organization
- A reference letter may be provided upon successful completion of the volunteer commitment

Please apply for this position online using FST's [Volunteer Application Form](#) and ***attach a résumé and cover letter to your application.***

Because the volunteer will have access to confidential personnel files, FST will conduct a Vulnerable Sector Check for the successful applicant for this position.

FST is committed to a policy of equity and inclusion. In accordance with the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, 2005 and FST's Equity and Inclusion policy, we will provide accommodations in all parts of the recruitment process. Applicants need to make their needs known in advance.

We thank all applicants and will contact the individuals selected for an interview.