Student HR Support Worker – Human Resources Department (1 position)

Organization Summary

Family Service Toronto (FST) helps people face a wide variety of life challenges. For 100 years we have been assisting families and individuals through counselling, community development, advocacy, and public education programs. Our services are available to everyone who lives or works in Toronto.

Vision

Family Service Toronto envisions a city in which individuals, families and communities are resilient and thriving.

Mission

Family Service Toronto works with individuals and families in Toronto, destabilized by precarious socio-economic circumstances and/or mental health, to achieve greater resilience and stability in more just and supportive communities.

We achieve this through our direct service work of intervention and prevention which includes counselling, peer support and education; knowledge building and exchanging activities; and system-level work including social action, advocacy, community building and working with partners to strengthen the sector.

Values

We are committed to:

- grounding our work in the lived experience of clients and the community
- celebrating diversity, pursuing equity and practising inclusion
- excellence

Position Summary

The HR Support worker would work collaboratively with all departments and support the HR team in developing and improving various HR functions while supporting with day-to-day HR tasks.

Core Responsibilities

In this position the HR Support Worker would assist the HR Team with a variety of projects including:

- Improving orientation and onboarding processes
- Researching new HRIS systems
- Supporting in the development of HR workplans and aligning them to the strategic plan
- Supporting the development of new recruitment tools
- Supporting the development of new training modules
- Supporting committee meetings as required
- Supporting in the development of Health and Safety protocols and processes, including supporting the development of a hybrid model/return to office process.
Additionally, the HR Support Worker would work with the HR Generalist, supporting various administrative functions including:

- Pre-screening phone calls for potential hires.
- Coordinating meetings
- Researching topics and providing comprehensive information.
- Preparing reports, filing, and organizing documents.
- Maintaining a comprehensive filing system.
- Other miscellaneous duties as requested.

**Qualifications**

**Students must possess:**

- Strong oral and written communication skills.
- Sufficient knowledge of Microsoft Office
- Strong research skills
- Excellent organizational, coordination and time-management skills.
- Demonstrated ability to take initiative, work in and contribute to an environment which respects the human rights, dignity and worth of all individuals.
- Demonstrated experience working effectively as part of a team and ability to work independently.
- Demonstrated commitment to principles of cultural competency, social justice, anti-oppression, equity, and inclusion.

FST conducts Criminal Record and Vulnerable Sector Checks for successful applicants for this position.

Candidates are required to be vaccinated for COVID-19.

**Time Commitment**

- Negotiable
- Start date is negotiable, depending on school schedule; it will affect availability of specific projects.  
  (Spring/Summer 2022 or Fall 2022)

**Location**

- 355 Church St, Toronto, Canada M5B 0B2 or 128a Sterling Rd, Toronto, Canada M6R 2B7
- Currently working remote – this may change based on mandates at the time – possibly a combination of remote and in-person work

**Timeline and Process for Application**

- Timeline is flexible
- Please apply through the FST website by May 1st, 2022

FST is committed to a policy of equity and inclusion. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005 and FST’s Access and Equity policy, accommodation will be provided 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.