



Summer Program Assistant, Human Resources

Casual · Non-unionized

Are you between the ages of 15 and 30? Are you looking to gain experience working in the child care sector? Andrew Fleck Children's Services (AFCS) is looking to hire a Summer Program Assistant to work in our HR Department! As a Summer Program Assistant you will assist with the day-to-day operations of the human resources functions and contribute to the accomplishment of HR practices and objectives.

Position dependent on receiving funding through Canada Summer Jobs (CSJ), an initiative to help students gain job skills and experience. All applicants must meet the following conditions:

Candidates must:

- ***Be between the ages of 15 and 30***
- ***CSJ funding is not applicable to foreign students***

Available from: May 13th, 2019 to August 30th, 2019 (Variable start date between 8-16 weeks in duration)
Salary: \$17.11 per hour
Hours: Up to 35 hours per week
Location: 700 Industrial Avenue
Closing date: April 28th, 2019
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Carry out administrative responsibilities in some or all of the following functional areas: HRIS, Health and Safety, training & development, benefits, compensation, recruitment and employment.
- ✓ Filing, data input, email correspondence
- ✓ Varied admin duties/special projects
- ✓ Protect organization's value by keeping information confidential

To qualify for this role you have...

- ✓ Clear Police Record Check (Vulnerable Sector) completed in the last 6 months
- ✓ Strong attention to detail
- ✓ Excellent knowledge of Microsoft Office Suite
- ✓ Strong research skills
- ✓ Ability to organize and prioritize

It would be an asset if you had...

- ✓ Degree or diploma in Administration or Human Resources (completed or in progress)
- ✓ Bilingualism (French & English)

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca

