



**JOB POSTING**  
**Human Resources**  
**Human Resources & Special Projects Assistant**  
**Part-time, Contract until March 31, 2024**  
**1 Position**  
**Wage: \$20.82 to \$23.43 Per Hour\***  
**Posting No. MS0422**

**POSITION SUMMARY:**

The Human Resource and Special Projects Assistant will work on a number of projects that will support our effort towards our organizational Accreditation in 2024. They will work closely with the Associate Executive Directors and program management in the development of procedural documents and material.

**KEY RESPONSIBILITIES:**

- Create process documents and resources, such as procedural manuals, learning manuals etc.
- Assist with the creation of documents and resources to support various projects related to accreditation and employee engagement surveys etc.
- Create professional looking documents using design specific programs
- Collect and collate and prepare reports from results gathered through various surveys such as employee engagement, client feedback
- Assist in reviewing best practices for organizational development, help to create work plans, edit or create new required documentation, organizing evidence for the accreditation etc.
- Assisting on a variety of projects to support the needs of our Board, staff and clients
- Support the Human Resources Team with administrative duties including sorting and filing of documents
- Adhere to a strict policy of confidentiality
- Work safely, identify any health and safety concerns and report to management
- Follow Mission Services workplace health and safety policies and procedures at all times
- Uphold the organization's mission, values and standards
- Additional projects and duties as required

**QUALIFICATIONS:**

- Degree or diploma in business or human resources, or equivalent experience
- Experience using designs platforms, such as Canva would be considered an asset
- Proficient in Microsoft Office (Outlook, Word, Excel and PowerPoint) and working knowledge of Human Resources Information Systems
- Ability to work independently, handle multiple projects and collaborate effectively
- Strong interpersonal communication skills and excellent verbal and written communication skills
- Strong attention to detail and ability to take initiative and problem solve
- Knowledge of employment related legislation, including but not limited to, Employment Standards Act, Ontario Human Rights Code, and The Accessibility for Ontarians with Disabilities Act

- High degree of accuracy, attention to detail and record keeping skills

**HOURS OF WORK:**

- 30 hours per week
- Monday to Friday

**REQUIREMENTS:**

- Police Criminal Record and Judicial Matters Check
- Two-Step Tuberculosis Skin Test
- Proof of COVID-19 vaccination, or willingness to register to receive this vaccination as soon as possible

**COMPENSATION:**

- \*Hourly starts at \$22.08 per hour

**Position will be open until filled.**

**To apply for this position, please send your cover letter and resume to:**

**Director of Human Resources**

**Mission Services of Hamilton**

**P.O. Box 368, Hamilton, ON L8L 7W2 or email to [HR@mission-services.com](mailto:HR@mission-services.com)**

*To ensure that Mission Services follows a fair, consistent recruitment and selection process, candidates may be selected for interview once the posting closes as per the date noted in this posting*

*At Mission Services of Hamilton, we value diversity in our employees and we work from an anti-racism/anti-oppression framework and strive for equity and inclusion.*

*We strive to foster an organization that reflects the diversity of the community we serve and welcome applications from all qualified candidates. We encourage applications from individuals from underserved and underrepresented cultural and racial communities, from First Nations Inuit and Metis communities, Two-Spirit, LGBTQIA+ communities, and people living with disabilities, and those with lived experience of abuse, food insecurity, homelessness, mental health difficulties and addictions.*

*Mission Services is also committed to developing an inclusive, barrier-free selection process and work environment. We thank all applicants, however, only those candidates selected for an interview will be contacted. If contacted, please advise us if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.*