



## JAKE'S HOUSE EMPLOYMENT MENTORING – JOB DESCRIPTION

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### HR ADMINISTRATOR ASSISTANT, G4S

**Part-time, 3-month internship**

**Etobicoke, Ontario**

#### **About G4S:**

G4S is one of Canada's leading provider of security solutions and support to businesses across the globe. Some of their services include risk consulting, software & technology, systems integration, and security personnel.

#### **About the role:**

In this role, you would be assisting with HR related activities. You would learn how to use internal systems to track and update information and complete other administrative tasks. This is a part-time internship with the possibility for extension upon completion.

#### **Here is what you will do:**

- Learn how to use internal databases and systems to monitor volunteer registrations
- In preparation for each event (workshop), compare number of volunteer registrations with number of registered workshop participants
- Send out workshop participation requests to recruit additional volunteers as needed
- Communicate by email and by phone with volunteers to confirm their participation
- Send out surveys to registered volunteers before and after the workshops for reporting and event evaluation purposes
- Assist in the organization and facilitation of workshops in support of Jake's House staff members
- Assist with additional ad hoc administrative tasks as needed

#### **In performing this role, you will:**

- Be comfortable completing administrative tasks in a timely manor
- Use your strong organizational skills to effectively track information and update databases and systems
- Apply your strong attention to detail to ensure accuracy in all activities
- Use your basic Microsoft Excel skills to perform data entry and update registrant information

#### **To apply:**

- Apply at [JHEmployment.ca](http://JHEmployment.ca).
- Applications should be submitted in full no later than December 8<sup>th</sup>, 2019.

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*Financial contribution from*





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### ABOUT JAKE'S HOUSE EMPLOYMENT MENTORING

This opportunity is available through Jake's House Employment Mentoring, an innovative, adaptable program that supports the integration of young adults with autism into the workforce. Through paid placements at companies in diverse fields, the young adults, under the guidance of an internal mentor, receive opportunities to develop their professional skills and demonstrate them to employers looking to build their workforces.

This program is presented by Jake's House, a charity that supports Canadians living with autism through group mentoring workshops for children, an employment program for young adults, inclusive housing for aging adults and social events for families. Jake's House Employment Mentoring is funded by the Public Health Agency of Canada, and is delivered through a collaboration with Specialisterne Canada, an organization that specializes in working with businesses to hire people with autism.

### THE RECRUITMENT PROCESS

#### **Application**

The first step in the recruitment process is for interested candidates to register at [JHEmployment.ca](http://JHEmployment.ca). This will involve completing an online questionnaire as well as submitting their resume. Applicants will be shortlisted for participation in the next step based on a review of each online questionnaire and assessing the likelihood of fit for the roles for which we are recruiting.

#### **Employment Discovery**

The next step in the recruitment process is an Employment Discovery Event. It is an opportunity to learn more about the role, our approach to hiring, and for us to get to know you – what motivates you, your interests and your skills. This will take place in a relaxed setting and more details will be communicated prior to the event.

#### **Employment and Mentoring**

Employment offers are made to the candidates with the best fit. Once accepted, the individuals will transition into their positions at the organization. Specialisterne Canada and an internal mentor will provide support to facilitate a comfortable integration and success in the new role.

Those not selected can have their profiles added to our database for consideration for other more suitable job opportunities in the future.

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### TO APPLY

Please read the role description carefully.

To apply and for more information on our recruitment process visit [www.JHEmployment.ca](http://www.JHEmployment.ca).

Applications should be submitted in full no later than **December 8<sup>th</sup>, 2019**.

### FOR MORE INFORMATION

Please direct any questions via email to [info@specialisterne.ca](mailto:info@specialisterne.ca). If you prefer to speak on the phone, send us an email and we will schedule a call.

For more information about Jake's House Employment Mentoring, go to [www.JHEmployment.ca](http://www.JHEmployment.ca).

For more information about Jake's House, go to [www.jakeshouse.ca](http://www.jakeshouse.ca).

For more information about Specialisterne, go to [www.specialisterne.ca](http://www.specialisterne.ca).

We look forward to hearing from you!

