



**Title:** Human Resource Project Manager

**Full-Time:** Permanent

**Reports:** CEO

**Location:** Mississauga

**Industry:** Not-for-profit

### COMPANY PROFILE

Founded in 2004, Jake's House is a Provincially and Federally funded Canadian charity with a mission to provide meaningful support to families living with autism across the country. Recognizing that more than any other single issue, families dealing with autism need a community, Jake's House is committed to growing a strong network of people who understand and care - a family, determined to provide tangible solutions at every stage of life.

Specifically, Jake's House supports individuals on the spectrum throughout their lifespans through four core initiatives: 1) Jake's House Annual Holiday Parties, a 15-year tradition of bringing families together for a welcoming, fun and festive celebration; 2) Legends Mentoring Program, themed group mentoring workshops that provide youth with opportunities to learn skills, socialize and make friends; 3) Jake's House Employment Mentoring, a program that supports the integration of young adults into the workforce; and 4) inclusive housing solutions, designed to address the growing housing gap in the autism community, giving more aging adults a place to call home.

The ideal candidate will be working with a dynamic, fast-growing organization, collaborating with a passionate, dedicated team.

### JOB OVERVIEW

Jake's House is seeking a Human Resource Project Manager, responsible for leading the organization's federally supported Employment Mentoring Program for individuals affected by autism. Reporting directly to the Chief Executive Officer (CEO) you will be tasked with leading the Employment Mentoring Program (EMP), educating internal and external staff on regulatory guidelines/changes and implementation of HR best practices. The Human Resource Project Manager is the main conduit and will be responsible for the successful collaboration between our Primary partner - Specialisterne Canada, all of our corporate partners and the program evaluators in the implementation of delivery of services to the candidates and clients. The Human Resource Project Manager will be the initial point of contact for corporations and partners interested in services offered by Jake's House; and will proactively build and preserve trusting relationships with our community. This position is a hands-on role that allow for a great deal of strategy and



implementation of best-in-class Human Resource practices. The Human Resource Project Manager will also play a key role in developing and managing Jake's House internal HR activities contributing to its strong culture and efficient workforce development.

### JOB RESPONSIBILITIES

- Lead the execution of the EMP and an innovative recruitment strategy in collaboration with Specialisterne Canada to employ 50+ young people on the Autism Spectrum
- Build and maintain relationships with partners, clients and all community stakeholders to keep pace with emerging market trends
- Participate and manage the advisory committee for the EMP and outreach programs as required
- Maintain data collection and tracking records for the EMP and Jake's House HR management
- Act as key member on the team for presentations to prospect clients, donors and sponsors
- Develop and modify resources / tools of the EMP and participate in the maintenance, development and implementation of policies and procedures
- Provide leadership and expertise in areas including workplace conflict, employee conduct, performance management, progressive discipline, termination, attendance support, contingency planning, etc.
- Enhance existing culture through organizational activities and engagements
- Develop, modify and enhance HR practices for Jake's House and play an active role with employment equity and workplace diversity and inclusion
- Complete the on-boarding and termination functions for new and out-going Jake's House employees; as well as necessary coordination employee training and exit-interviews
- Maintain in-depth knowledge of legal requirements related to HR, reducing legal risks and ensuring regulatory compliance
- Performs cross functional duties or other duties consistent with the position as assigned as an active member within the Management Team

### JOB REQUIREMENTS

- Bachelor's or Master's Degree in Human Resources, Journalism, Communication, Business or a related discipline
- Minimum 3-5 years of experience in Human Resources, Recruitment or Corporate environment
- Strong interpersonal, communication, and conflict resolution skills with an ability to deal effectively with multiple stakeholders
- Excellent written and verbal skills, with the ability to write concise, persuasive and accurate copy and deliver strong presentations to management and partners



- Proven experience or a strong interest in working within a fast-growing, dynamic entrepreneurial environment; able to multi-task on concurrent projects
- Self-motivated, proactive, resourceful and results-driven; little supervision required to achieve goals
- Proficient with MS Office software programs (e.g. Outlook, Word, PowerPoint, Excel, etc.)
- Demonstrated ability to develop, implement, interpret and administer HR policies and strategies and in-depth knowledge of HRIS systems and best practices for implementation
- Detail-oriented and strong organizational skills; striving for high quality results in all situations
- Kind and empathetic with a passion for people, understanding the families we support always come first
- Able to attend meetings and events in various locations, including our Mississauga office
- CHRP designation or working towards one is considered strong asset
- Experience working within Non-For-Profit or Charitable organization is considered a strong asset