



HUMAN RESOURCE COORDINATOR

JOB PROFILE

Title: Human Resource Coordinator

Type: Permanent

Reports: Director, HR & Special Projects

Location: 5750 Explorer Drive, 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.

In addition to growing a caring, committed community, Jake's House offers a continuum of structured services to provide practical help today and lasting hope for tomorrow. Through four strategic offerings – social events for the whole family; mentoring programs for youth; employment opportunities for young adults; and housing for the aging population – Jake's House supports individuals on the spectrum throughout their entire lifespans.

Through these events and services, as well as other strategic initiatives, Jake's House strives to empower individuals with autism; offer their caregivers support and respite; raise awareness; share resources; and build a caring community. Jake's House is dedicated to delivering assistance to those who need it right now, while also determined to establish a support system for future generations.

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

JOB OVERVIEW

The Human Resources (HR) Coordinator will directly assist the Director of HR at Jake's house with a wide range of projects. The HR Coordinator will be responsible for carrying out several HR tasks in the areas of recruitment, onboarding, training, employee engagement, policy management, and



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safety administration. This position also has an administrative component to it including taking charge of office management tasks, support event planning, and leading short-term projects. The successful candidate will have or must be working towards an HR designation.

RESPONSIBILITIES

- Manage posting and screening of candidates and conducting initial phone interviews
- Schedule interviews coordinating with appropriate managers
- Conduct reference checks for final candidates and potential residents
- Assemble new hire packages for orientation
- Provide support in the research and planning of HRIS systems
- Assist in the review of HR processes
- Assist in optimizing COVID-19 protocol and keeping them up to date
- Perform data entry and other clerical assignments as needed
- Manage incoming emails and calls for general inquiry and direct to the right departments
- Liaise with building management all matters related to building occupancy
- Assist with the planning of and participate in the running various events outside of regular office hours
- Assist with a variety of projects and perform other duties as assigned

REQUIRED SKILLS AND EDUCATION

- Must possess a 3-year diploma or a 4-year bachelors degree in Human Resources
- Must possess excellent communication skills (both verbal and written)
- Must be a critical thinker and fast learner
- Ability to analyse, model and interpret data
- Accuracy and attention to detail
- Ability to plan, prioritize and manage time
- Ability to work in a fast-paced demanding environment and manage multiple priorities
- Proficient with MS office applications

IDEAL CANDIDATES (CULTURE FIT)

- Kind and empathetic, understanding the families we support always come first
- Go-getter with a positive attitude, entrepreneurial spirit, and an eagerness to wear many hats
- Self-motivated, proactive, resourceful, and results-driven; little supervision required to achieve goals
- Detail-oriented and strong organizational skills
- Thrives in fast-growing, dynamic environments; able to multi-task on concurrent projects
- Positive, energetic, enthusiastic, passionate
- Committed, disciplined
- Compassionate, caring, understanding, genuine, strong 'family values'

Jake's House is an equal opportunity employer. We do not discriminate on the basis of race, colour, religion, marital status, age, national origin, physical or mental disability, medical condition, gender, sexual orientation, gender identity, or any other status protected by law. We celebrate diversity and are committed to creating inclusive working environments for all employees.



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