



Human Resources Coordinator

Title: Office & Human Resources Coordinator
Reports: Manager, Office & Employment Program
Location: Mississauga, ON
Industry: Not-for-profit
Salary: \$45,000

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, 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 selected Office & Human Resources Coordinator will play a vital role in supporting diverse human resources functions. Reporting to the Office & Employment Program Manager, the incumbent will be responsible for ensuring the smooth and efficient operation of the Office & HR department. Collaboration with all departments will be essential, with a focus on tasks such as recruitment, onboarding, training, fostering employee engagement, managing policies, and overseeing safety administration. Additionally, this role encompasses administrative responsibilities, including office management, supporting event planning and assisting with short-term projects. The ideal candidate will demonstrate exceptional organizational and communication skills, exhibit a commitment to fostering a positive and collaborative workplace culture, and have experience, or possess, or be actively pursuing an HR designation.



JOB RESPONSIBILITIES

- Coordinate job postings, screen resumes, and schedule interviews.
- Conduct reference checks and follow-up on vulnerable sector checks.
- Maintain accurate and up-to-date records of candidate information.
- Facilitate the onboarding process for new hires.
- Coordinate orientation sessions and provide necessary information.
- Work with various departments to ensure new hires have the tools for success.
- Assist in the review of HR processes.
- Manage the main phone line, answering calls and directing them to appropriate staff.
- Monitor and maintain office supplies inventory.
- Oversee general office space management for organizational effectiveness.
- Contribute and attend various organizational events outside of regular office hours.
- Assist in the development and implementation of employee engagement initiatives.
- Stay abreast of labor laws and HR best practices to ensure compliance.
- Assist in the development, communication, and implementation of HR policies and procedures.
- Maintain a safe, secure, inclusive, and pleasant work environment.
- Assist with a variety of projects and perform other duties as assigned.

JOB REQUIREMENTS

- Must possess a 3-year diploma or a 4-year bachelor's degree in human resources and / or minimum 5 years' experience in a similar field.
- Excellent communications skills both written and verbal with the ability to build and maintain positive working relationships with members of the community as well as staff.
- Ability to use discretion in maintaining confidentiality of sensitive contacts, materials, and information.
- Ability to analyze, model and interpret data.
- Ability to work in a fast-paced demanding environment and manage multiple priorities
- Proficient with MS office applications.
- Ideal Candidates (Culture Fit).
- Self-starter, proactive, takes initiative, resourceful, bootstrap mentality, go-getter.
- 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.