

Human Resources Generalist

Date Posted: May 1, 2024

Hourly Rate: \$24/hour

Location: Hybrid – Remote/410 Bronte St South, Milton, ON

Hours: 35 hours/week

Reports To: Director, People & Culture

Number of Vacancies: 1

Position Type: Full Time

Why work for Milton Community Resource Centre?

MCRC goes beyond the traditional 'check in the box' approach to employee development by recognizing creativity, innovation and the work contributions of each employee that aligns with MCRC's strategic objectives. We have a wide variety of programs and services that allow our employees to explore various career opportunities within the organization. We believe in the importance of providing wellness opportunities that support employee's mental, physical and emotional health including paid sick, personal and vacation time based on position type. Our Benefits and Wellness programs include a Flexible Health Spending Account, Child Care discounts, and a free membership to THRC Resource Library.

We're looking for someone who:

- Has personal values and goals that align with the work, mission and vision of MCRC
- Is flexible and able to collaborate with various teams and program areas within the organization to support the strategic direction of MCRC
- Has a passion for building relationships and supporting the needs of staff, volunteers and students
- Has advanced level computer skills including working knowledge of the Microsoft Office suite, ADP Workforce Now, and Salesforce

Every day, you will contribute to the successful operation of the Human Resources Department and support our employees and organizational culture by:

- Collaborating with Human Resources team to coordinate staff, student and volunteer recruitment.
- Providing volunteer program leadership to strengthen program sustainability and service expansion.
- Conduct full cycle employee, student and volunteer recruiting functions.
- Work collaboratively with Human Resources Team to file and maintain all pertinent applicant data (electronic and paper files).
- Raise awareness of MCRC's programs, services and benefits offered building upon and advocating for MCRC as a choice organization for employment and volunteer opportunities.
- Maintain a volunteer program that supports the success of the organization and provides meaningful volunteer experiences that enhance the skills of community volunteers
- Plan and implement formal and informal volunteer recognition activities and highlight the contribution of volunteers within the organization.
- Ensure a safe, supportive, anti-oppressive environment in accordance with all appropriate legislation and regulations.
- Assist with conflict resolution with students and volunteers according to established MCRC procedures.
- Implementing and carrying out Return to Work policies and procedures, maintaining documentation of incidents and accommodations to support health and safety, including working with injured parties and Supervisors to develop appropriate accommodations and return to work plans, and monitoring the effectiveness of the plans

- Ensuring organizational compliance with all relevant physical and psychological health and safety best practices through supporting the joint health and safety committee, ensuring incident reports are completed and corrective actions are developed to reduce and eliminate hazards
- Maintaining records of employee growth and development, and tracking employee updates using online software tools
- Participating in the development of organizational policies and procedures, tracking and monitoring documentation of annual policy reviews
- Supporting orientation and onboarding of new employees, students, and volunteers, including review of policies and procedures
- Providing ongoing support to other projects, organization events and committees.
- Participating in relevant professional learning opportunities to support knowledge of Human Resource best practice.
- Other duties as assigned by Director, People & Culture.

As a Human Resource Generalist, you will:

- Work Monday to Friday 9:00am to 5:00pm
- Work from home and in the office as needed.
- Some evenings and weekends are required.
- Have reliable personal transportation to travel between organization locations

Prior to employment the successful candidate will have:

- A Degree/diploma in Business Administration, Human Resources, Early Childhood Education, or other relevant diploma or degree considered an asset.
- CHRP or CHRL will be considered an asset
- Criminal Record Check with Vulnerable Sector Screen dated within 6 months
- 1-3 years' experience working in human resources, recruitment and/or volunteer management capacity

MCRC is committed to diversity and accessibility. To this end, MCRC endeavors to reflect the cultures, languages, and abilities of the families we serve, in our programs, services and employment practices. Please identify if you require any accommodation during the recruitment process in your application email.

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