



## **Volunteer Posting – Human Resources Assistant**

Mennonite New Life Centre  
Various Locations, Toronto ON

The Mennonite New Life Centre is a vibrant settlement agency for newcomers to Canada. The Centre provides settlement services, language instruction and child-minding, together with emotional supports, employment mentoring and opportunities for civic engagement.

Our mission is to facilitate newcomer settlement and integration through holistic services and community engagement, carried out within a gender justice and anti-oppression framework. With this aim, we are offering a volunteer internship program for internationally trained newcomers to Canada willing to use their professional skills to assist in the creation of community leadership and the implementation of group projects.

The Volunteer Human Resources Assistant will provide both administration and project support to the Interim Executive Director. This role will play an important part in maintaining HR databases and practices within the Centre. This is a four month internship, 16-24 hours per week. This volunteer position will support HR activities at all Centre sites. Position will mainly work at our Queen Street location.

### ***Responsibilities:***

- Maintain time and attendance tracking system
- Update employee database
- Maintain all employee correspondences
- Review and maintain existing HR policies and procedures
- Develop standard forms
- Support all HR strategy initiatives
- Assistance as needed with change management processes and/or organizational development
- Assistance as needed with organizational design and development
- Assist with annual and bi-annual performance review process
- Assist in the planning and execution of training and development initiatives

### ***Qualifications:***

- Completion of diploma or degree in the Human Resources field either within Canada or internationally
- 1-2 years of experience, either within Canada or abroad, in HR information management and employee relations
- Some knowledge of legislative bodies governing working environments within the Province of Ontario
- Able to maintain confidentiality of all employee relations
- Good listener/communicator, able to understand employee needs
- Good time management and organizational skills, ability to multi-task; self-motivated and is an effective team player; attention to detail is a must
- Travel between service locations may be required

The Mennonite New Life Centre is committed to equity initiatives. We encourage residents from the communities we serve, internationally trained professionals, newcomers to Canada and members of ethno-racial, aboriginal, immigrant, refugee, LGBT and disabled community groups to participate and self-identify.

### ***Benefits of Volunteering at the Mennonite New Life Centre of Toronto:***

We seek to provide meaningful volunteer opportunities that honour the ideas and skills of volunteers, while responding to the needs of the community and the mission of the New Life Centre. Volunteering at the New Life Centre offers you the opportunity to:

- meet new people and build community connections
- improve language and communication skills
- develop new skills and gain experience in the field of Human Resources
- References

All interested volunteers can submit a letter of interest along with a copy of their resume to [volunteer@mnlct.org](mailto:volunteer@mnlct.org)  
Attn: Human Resources. Application deadline is February 10<sup>th</sup>, 2012.