



**Human Resource 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.

Human Resources Assistant will provide both administration and project support to the Human Resources Administration and Executive Director.

This position is a 6-week, summer student position for 35 hours per week, beginning in middle of July and continuing through the end of August. Applicants must be students between the age of 15-30, who have studied full time during the past calendar year and will be returning to school full time in September.

**Responsibilities:**

- Maintain time and attendance tracking system
- Update employee database
- Maintain all employee correspondences
- Review existing HR policies and procedures
- Develop standard forms
- Assist in the planning and execution of training and development initiatives
- Travel between service locations required

**Qualifications:**

- At least one year of post-secondary education in Human Resources field
- Knowledge of the legislative bodies governing working environments within the Province of Ontario
- Able to maintain confidentiality of all employee relations
- Good time management and organizational skills, ability to multi-task; self-motivated and is an effective team player; attention to detail is a must

The Mennonite New Life Centre is committed to employment equity initiatives. We encourage residents from the communities we serve and members of ethno-racial, aboriginal, immigrant, refugee, LGBT and disabled community groups to apply and self-identify. Please note that only candidates to be interviewed will be contacted.

Remuneration: \$ 12.00/hr

Please apply by sending your resume and cover letter in one MS Word or PDF document. Please quote "CSJHR062013" in the subject heading of your application.

Please apply by email no later than June 28th, 2013:

Human Resources at [jobs@mnlct.org](mailto:jobs@mnlct.org)

For more information about the New Life Centre, visit [www.mnlct.org](http://www.mnlct.org)