

Job Posting

CANADA SUMMER JOBS

HR Assistant

This position is funded by the Canada Summer Jobs plan for youth and the applicant must meet the following criteria:

- a) is between 19 and 30 years of age (inclusive at the start of employment);
- b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- c) is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

We welcome applications from youth facing barriers to employment, such as indigenous youth, racialized youth, black youth, youth with disabilities, and 2SLGBTQI+ youth.

Details of the Position:

Compensation:	\$23.00 per hour
Hours of Work:	35 hours per week
Shifts:	Monday to Friday, days
Duration of Position:	8 weeks
Start Date:	See below for specific details
Positions Available:	1 x Canada Summer Jobs - HR Assistant

Job Purpose

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love, and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. **A team approach is critical to living out our mission and values and directing our work.**

Position	
1 X Canada Summer Jobs - HR Assistant	
<i>Job Summary</i>	<p>Supervised by and reporting to the Human Resources Manager, the Canada Summer Jobs – HR Assistant will be responsible for performing a variety of Administrative/HR duties to support the HR department. The Canada Summer Jobs – HR Assistant must view the Human Resources department as a support department where service to the management and employees is the first priority.</p>
<i>Duties and Responsibilities</i>	<p>Under the direction of the Human Resources Manager:</p> <ul style="list-style-type: none"> • Perform a range of administrative duties often involving material of a confidential nature in maintaining employee records and files. • Assist with correspondence and minute taking. • Create and post job postings (all staff email, 919 Pandora staff board, Indeed, OPS website). • Check references for new applicants, via email and/or phone. • Prepare/process new hire files: put together documents for sign on packages, set up IT, create profile on PayWorks and assign onboarding experience, etc. After HR Manager onboards employee, complete processing of new files (scan/add physical documents to PayWorks file, make note of remaining documents needed or tasks to do, add name to probation reviews spreadsheet, add information to PayWorks profile, etc.) • File – save electronic documents and scan/add hard copies of documents to PayWorks file. • Organize and maintain various activities and filing related to employee information and documentation. • Ensure effective documentation management for personnel-related data such as hires, transfers, and performance appraisals. • Help organize employee social events. • Assist with PayWorks HRIS implementation/database administration, including transferring of existing over 200 employee hard files to digital storage in PayWorks. • Create Staff IDs • Send out new hire Welcome emails on a weekly basis. • Schedule employee training (naloxone, first aid, NVCI, and ASIST), update employee training records, determine those who require training, collect/file training certificates. • Compile training statistics. • Update/distribute staff phone list. • Track and file work permits. • Assist HR Manager with preparation of union seniority lists. • Read and become familiar with the collective agreement. • Participate in the OHS (Occupational Health and Safety) committee. • Create newsletters and staff surveys. • Assist with reading/short-listing resumes and interviewing. • Other duties as assigned.

<p>Qualifications and Required Skills</p>	<p>Education and Experience:</p> <ul style="list-style-type: none"> • Student in a Human Resource Management program is a definite asset. <p>Skills and Abilities:</p> <ul style="list-style-type: none"> • Ability to work on own initiative as well as take direction • Be detail oriented • Highly organized, efficient and self-motivated • Have the ability to research and be involved in team building activities • Intermediate to advanced skills in Microsoft Office • Demonstrated team player • Ability to manage diverse workload and competing priorities to deadlines • A positive attitude and ability to stay calm under pressure in a very busy environment • Exercise discretion and diplomacy when dealing with confidential and sensitive issues • Communication and organizational skills with the flexibility to adapt to change quickly • Some knowledge of homelessness and current social issues would be an asset
<p>Start Dates</p>	<p>Starting date in May 2026, for an eight-week term.</p>

How To Apply

Qualified candidates are invited to submit a covering letter and resume detailing their related background, experience and qualifications by 3pm on Monday, April 27, 2026 to careers@ourplacesociety.com or to Our Place Society, Attention: Ryan Brost, HR Manager, 1027 Pandora Avenue, Victoria, B.C. V8V 3P6. Please quote **“Canada Summer Jobs - HR Assistant”** in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.



Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.