



HR/Payroll and Volunteer Program Internship

Full Time, 12-Month Contract – (35 hours/week)

Position

The Finance, HR and Volunteer Program Intern will report to the Assistant Director of Human Resources, and will provide support to the Human Resources, Payroll, and Volunteer Programs.

Duties Include

- Data inputting and implementation of new Payroll/HR Management System.
- Development and application of enhanced recruitment and retention process, interviews, screening tools, job descriptions, policies, etc.
- Implementation and administration of wellness programming.
- Support Human Resources with Succession Planning Process.
- Assist with Wellness initiatives.
- Assist Volunteer Program's recruitment and onboarding procedures, along with assisting the Annual Holiday Hamper Program.
- Development of policies and procedures.
- Contribute to a culture of diversity, equity, and inclusion with a commitment to the elimination of disparity and disproportionality in service outcomes.

Position Requirements

- Completion of post-secondary education from a business program, preferably Accounting, Finance, Human Resources, or Office Administrator, and/or an appropriate combination of education and experience.
- Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Candidate must be legally entitled to work in Canada.
- Demonstrated problem solving skills.
- Strong computer skills with experience in all Microsoft Office applications. Preferred, but not necessary, to have experience with HRIS/database/payroll systems.
- An understanding of, and commitment to, anti-oppression values and principles.
- Excellent interpersonal and communication skills.
- Proven ability to work as an integral member of a team.
- Upon offer of employment, submission of a Current Criminal Records Check, deemed satisfactory to the employer.
- Those offered employment will be required to provide proof of full COVID-19 vaccination or written medical exemption.
- Strong time management skills and ability to work effectively under pressure.

Applications Deadline: May 12th, 2022, at 5:00 pm

The preferred method of application is to submit a cover letter and resume on-line at www.thunderbaycas.ca "Career Opportunities." Individuals may also submit directly to: Attn: Amy Wrigley, Assistant Director of Human Resources, The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

For the Workforce Development Stream

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:

<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

TBCAS is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

We thank all applicants; however only those considered for an interview will be contacted.