



Make-A-Wish® creates life-changing wishes for children with critical illnesses. We seek to bring every eligible child's wish to life because a wish is an integral part of a child's treatment journey. Research shows children who have wishes granted can build the physical and emotional strength they need to fight their illness.

Make-A-Wish® Canada is an affiliate of Make-A-Wish® International, the largest wish-granting organization in the world, making dreams and wishes come true for more than 500,000 children since 1980.

Join our team as a:

HR Coordinator (Co-op Student)

Location: Pickering, Ontario (Temporarily working remotely during COVID-19 Pandemic)

Co-op Student (Part Time)

Reference #: HR030

JOB SUMMARY

We are looking for an HR intern to join our Human Resources team at Make-A-Wish® Canada. We are looking for a driven, energetic and creative student who enjoys collaboration, research and has fresh ideas! Working with the HR team and reporting to a Senior HR Manager, you will gain valuable, real-world HR experience as well as provide the HR team with administrative and creative support.

PRIMARY RESPONSIBILITIES

- Own the recruitment process
 - Create job descriptions, post jobs, remove inactive jobs from job boards
 - Shortlist applications and pre-screen candidates
 - Conduct references checks, coordinate background checks
- Conduct onboarding activities for new hires
 - Send new hire packages and welcome e-mails
 - Review new hire paperwork for accuracy
- Learn about the organization's HR policies and employee benefits to be able to respond to internal staff inquiries
- Conduct research for HR initiatives, policies, processes and training
 - Conduct research in the areas of employee wellness, engagement, development, and performance management
 - Gather resources for the creation of wellness program, employee engagement initiatives, and templates for internal newsletters
- Assist with the roll-out of a new HR initiative



- Collaborate with HR team on creation the outline for internal lunch and learn program, build relationship with and source vendors and speakers
- Assist in creating internal trainings for managers and employees
- Assist in revamping employee policy manual and building HR SharePoint site
- Assist with HR specific projects and initiatives as assigned

QUALIFICATIONS

- Education/Certificate in Human Resources Management (or working towards)
- Current student or a recent graduate
- Ability to maintain strict confidentiality
- Reliable team player
- Excellent written, verbal and organization skills
- Curious and eager to learn
- Innovative, creative, resourceful, go-getter and self-starter, you enjoy challenging yourself
- Some HR experience is preferred
- Proficiency with common computer applications, such as MS Office, Internet, Outlook

WORKING CONDITIONS

- Working remotely temporarily in a home office environment with occasional requirements to work outside of regular office hours.

PHYSICAL & MENTAL EFFORT

- Works with multiple demands and changing/overlapping priorities.
- High degree of responsibility including confidentiality and day-to-day operations.

WHAT WE OFFER

Make-A-Wish® Canada offers meaningful opportunities to make an impact. We are committed to fostering a culture that aims to change lives, foster compassion and better humanity.

In return for your contributions, we offer the opportunity to have a rewarding employment experience where your contributions can make a true difference every day and gain valuable, practical, and hands-on experience in the area of Human Resources.

HOW TO APPLY

Qualified candidates are invited to send their resume and cover letter stating salary expectations, and quoting the reference **HR Coordinator, Posting HR030** in the subject line of the email by **July 28, 2021**, to:



RÊVES D'ENFANTS CANADA

Make-A-Wish® Canada

Human Resources Department

Hr.Recruitment@makeawish.ca

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. No phone calls, please.

Make-A-Wish® Canada provides equal opportunity in employment and encourages applications from all qualified persons. Accommodations are available on request for candidates taking part in all aspects of the selection process.

JOIN OUR ONLINE COMMUNITY

For more information on how you can support Make-A-Wish® Canada or get involved please visit our website at makeawish.ca.