



ABOUT MAKE-A-WISH® CANADA

Make-A-Wish® creates life-changing wishes for children with critical illnesses. We are on a quest 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 a critical illness. As an independently operating affiliate of Make-A-Wish International, Make-A-Wish Canada is part of the network of the world's leading children's wish-granting organization. We serve children in every community in Canada, and in more than 50 countries worldwide.

Since 1983, Make-A-Wish Canada has granted over 36,000 wishes across the country, over 1,000 last year alone. For more information about Make-A-Wish Canada, visit makeawish.ca. Join our team as a:

Recruiter
Greater Toronto Area – Pickering Office (Remote during COVID-19 pandemic)
Full Time Temporary (12 months)
Reference #: MAW045

JOB SUMMARY

We are looking for a Recruiter to join our Human Resources team at Make-A-Wish® Canada. We are looking for a driven, energetic, and creative talent acquisition partner who will take our recruitment function to the next level! Working with the HR team and reporting to a Senior HR Manager, you will bring to the table passion to recruitment and excellent customer service skills as you will be supporting hiring managers and working with candidates across Canada. The Recruiter will own the organization's recruitment process, implement new practices of building candidate pipelines and developing recruitment data points and KPIs. The Recruiter will drive such initiatives as building employer brand and coaching hiring managers.

PRIMARY RESPONSIBILITIES

- Own the recruitment process
- Manage all aspects of our newly implemented ATS;
- Collaborate with hiring managers on all aspects of recruitment including but not limited to hiring, understanding hiring needs and challenges, strategy, compliance;
- Create job descriptions, shortlist applications, pre-screen candidates, coordinate interview scheduling, participate in interviews when needed;
- Conduct references and background checks;
- Communicate with applicants during all phases of the hiring process and provide positive candidate experience;
- Prepare offer letters and manage new-hire onboarding;
- Ensure that hiring process is compliant with employment laws and regulations;
- Promote and be the ambassador of diverse, equitable and inclusive hiring;



- Maintain solid candidate pipeline and applicant sources by building and maintaining relationship with active and passive candidates; and building relationship with colleges, universities community services, etc.;
- Work with HR, Marketing and Communications teams to build employer brand strategies;
- Coach and train hiring managers to increase knowledge and understanding of Make-A-Wish® Canada recruitment process, recruitment best practices, and compliance obligations;
- Gather and analyze recruitment metrics to understand internal recruitment patterns and competently provide recruitment strategy recommendations;
- Stay abreast of recruiting trends and best practices;
- Participate in HR-specific projects and initiatives.

QUALIFICATIONS

- College/university degree or diploma preferably in Human Resources, Business Administration or related field;
- 3-5 years recruitment experience in a variety of settings and/or industries (i.e., corporate, agency, non-profit, etc.);
- Working knowledge of sourcing methods, interview, and screening techniques;
- Understanding of employment law;
- Effective interpersonal skills;
- Strong decision-making skills;
- Ability to establish and maintain effective, cooperative, and trustful relationship with a variety of internal and external stakeholders;
- Must be highly customer focused to deliver timely service to all levels of organization;
- Excellent written and oral communication skills and the ability to interface with all levels of the organization;
- Ability to pioneer new territory and comfortable working in an ambiguous environment;
- Experience with Applicant Tracking Systems;
- Excellent organizational and time management skills.

WORKING CONDITIONS

- Office or work from home environment with occasional requirements to work outside of regular office hours;
- Substantial amount of time spent on the phone or in virtual meetings while pre-screening, participating on virtual event, and/or interviewing;
- Occasional local travel to participate in job fairs (pending the ease of COVID-19 restrictions).

A Criminal Background Check is required



After November 1, 2021, subject to relevant accommodations or exemptions, all new Make-A-Wish® Canada employees must be fully vaccinated for COVID-19 at least 14 days prior to their first day of work.

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 an attractive compensation package that encompasses a competitive salary, excellent benefits and the opportunity to have a rewarding employment experience where your contributions can make a true difference every day.

HOW TO APPLY

Qualified candidates are invited to send their resume and cover letter stating salary expectations, and quoting the reference **Recruiter, Posting #MAW045** in the subject line of the email by **October 29, 2021**, to:

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](https://www.makeawish.ca).