

## Human Resources Coordinator

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

### About Peel Region Educational Services:

Peel Region Educational Services (PRES) is a not-for-profit organization dedicated to providing individuals across the Peel region and beyond with accessible, free, and affordable educational resources. We offer a safe and supportive learning environment designed to inspire, motivate, and empower individuals as they build a strong foundation for personal growth.

### About this opportunity:

As a Human Resources Coordinator at PRES, you will support the daily operations of the HR department to ensure processes run smoothly, efficiently, and in alignment with organizational goals. Your role will contribute to a workplace culture rooted in trust, collaboration, and open communication.

Key responsibilities are as follows:

- Assist with recruitment by drafting and posting job descriptions, reviewing applications, and participating in interviews
- Represent PRES at job fairs and recruitment events to promote the organization as an employer of choice
- Coordinate onboarding and orientation programs to ensure new employees receive a welcoming, well-organized introduction
- Serve as the primary point of contact for HR-related inquiries, providing guidance on internal policies and procedures
- Support positive employee relations by maintaining an approachable, professional, and confidential communication style
- Coordinate employee training and professional development workshops
- Assist with performance review processes and ensure mandatory training and certifications are completed on schedule
- Maintain HR compliance by updating internal policies, procedures, and documentation
- Support workplace safety initiatives and ensure adherence to employment standards and organizational guidelines

- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area.

Requirements:

- Experience in HR, recruitment, employee relations, office administration, or related fields
- Strong communication, organizational, and interpersonal skills
- Ability to maintain confidentiality and handle sensitive information professionally
- Proficiency with digital tools such as Google Workspace, HR software, or applicant tracking systems
- Ability to work full-time including weekdays and one weekend day depending on assigned scheduling
- Ability to travel across the Greater Toronto Area including Peel Region and Toronto
- A valid Standard First Aid with CPR-C certification and a clear Vulnerable Sector Check are required prior to start date (not reimbursed).
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Experience in HR coordination, onboarding, or training administration
- Knowledge of employment standards and HR best practices
- Experience working with diverse or underrepresented communities
- Multilingual abilities in reading, writing, speaking, and listening
- Access to a vehicle and a valid G2/G Ontario driver's license

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.