



A HOME, A JOB, A FRIEND AND SOCIAL CHANGE

Human Resource Executive Assistant, Working For Change

Term: Part Time, Permanent, Non-Unionized

Compensation: \$25/ hour + benefits (after completing probationary period)

Hours of Work: 3 days or 22.5 hours per week (with the possibility to extend hours on an as needed and mutually agreed upon basis).

Work Location: 1499 Queen Street West, Toronto, M6R 1A3

Reports To: This role reports to the Director of Finance & Personnel and provides HR and labour relations support to the Executive Director and senior leadership team as a whole, on an as needed basis.

About Working for Change: Working for Change is a charitable organization that operates several social enterprises, creating employment opportunities for individuals with lived experience of mental health challenges, substance use, trauma, homelessness, gender-based violence, incarceration, disability, and/or refugee experiences. Our enterprises deliver high-quality services while supporting skill development and pathways to long-term employment.

Position Summary: The Human Resources (HR) Executive Assistant supports the day-to-day human resources operations at Working for Change, including but not limited to recruitment coordination, onboarding and offboarding administration, employee record management, payroll/timekeeping support, supports the compliance to company policies and the Collective Agreement and supports effective labour relations across the organization.

Key Responsibilities:

Recruitment & Hiring Coordination

- Post approved job openings
- Screen applications and support shortlisting
- Coordinate interviews and communication with candidates
- Maintain recruitment documentation
- Collect authorized data for screened/successful candidates

Onboarding & Offboarding Administration

- Coordinate onboarding documentation and setup of new employees, including completion of all required paperwork
- Work with Finance to set up employees in NewViews
- Support offboarding documentation and file closure when employees leave
- Support Employment Ontario partnerships through completion of required documentation and coordination of basic communication with partner organizations and participating employees

Employee Records & HR Administration

- Maintain accurate and confidential employee records
- Track employee status, time, vacation, and leave balances to support Director's in ensuring benefits entitlements are being managed properly and in compliance with the CA
- Maintain HR documentation and templates, support HR communication efforts of senior leadership.
- Assist with payroll coordination and compiling employment statistics for MOH

Employee Support

- Respond to employee inquiries regarding policies, benefits, and procedures
- Issue confirmation of employment when requested
- Help organize training sessions and employee engagement initiatives

Labour Relations & Collective Agreement Administration

- Maintain records related to seniority and job classifications
- Supports Collective Bargaining processes from the Employer's side
- Ensure compliance with the collective agreement

Qualifications & Skills:

- Previous experience in Human Resources or administrative support preferred
- Strong organizational and time management skills
- Excellent interpersonal and communication abilities
- Ability to handle sensitive information with confidentiality
- Strong proficiency in Microsoft Office and other technical applications for administrative tasks
- Demonstrates strong problem solving skills with the ability to independently gather information
- Knowledge of HR practices and employment standards is an asset

Requirements: Lived experience and applied understanding of mental health challenges; substance use; trauma; homelessness; gender-based violence; incarceration/conflict with the law; disability; and/or refugee experiences. Working for Change prioritizes hiring individuals with lived or living experience aligned with our mission.

Equity Statement: Working for Change is committed to equity and inclusion and encourages applications from Indigenous, Black and racialized communities, 2SLGBTQIA+ individuals, and persons with disabilities.

Start Date: 2nd / 3rd week of May (negotiable start date)

Application Deadline: April 30, 2026

Please send your resumes to jana@workingforchange.ca with the subject line "HR EA Resume".