



We are growing!

Human Resources Intern

FULL-TIME ONE YEAR CONTRACT

Thunder Bay Counselling continues to evolve and transform. Through support from the Northern Ontario Heritage Fund, we are looking to fill the new position of HR Intern. This position is open to individuals who have a degree or diploma in human resources management and who have not yet had a full-time job in the field. It will provide the successful candidate with the opportunity to gain skills and knowledge as an HR professional.

HUMAN RESOURCES INTERN

\$25.00 Per Hour | 10% in vacation pay and in lieu of benefits.

FULL-TIME ONE YEAR CONTRACT

The HR Intern will be involved in HR policies and procedures, implementation of a Human Resources Information system, payroll and benefits administration, recruitment and selection, performance management practices, employee relations and ensuring organizational compliance with legislation including the Ontario Employment Standards Act, Occupational Health and Safety Act, and the Ontario Human Rights Code. The successful candidate will gain valuable experience as an HR generalist in the not-for-profit sector.

It is essential that candidates have an understanding of and commitment to diversity, equity, inclusion and anti-racism and are able to apply a diversity framework to all areas of responsibility.

QUALIFICATIONS

- Must be a new entrant into the work force, or transitioning to a new career, or unemployed/ underemployed and entering the field of human resources management
- A degree or diploma in human resources management
- Certified as a HR professional through HRPA preferred
- Sound knowledge of human resources management and associated legislation
- Skilled in utilizing software and databases to achieve job responsibilities
- Experience working in a professional office environment
- Have not previously participated in a NOHFC-funded internship
- Must be at least 18 years of age, reside in Northern Ontario and be legally entitled to work in Canada

APPLICATION DEADLINE

Date: Tuesday, September 20, 2022

Time: 4:30pm

Qualified applicants are invited to submit resume and cover letter confirming they meet eligibility requirements to:

Allane Danchuk,
Director of Business & Finance
careers@tbaycounselling.com

Thunder Bay Counselling is an equal opportunity employer. Applications are welcomed from visible minority groups, Indigenous persons, members of sexual minority groups, persons with disabilities and others who may contribute to the further diversification of ideas. Accommodations are available upon request at any stage in the selection process. Only those granted an interview will be contacted.

