



Career Opportunity: Human Resources Generalist **(Maternity Leave Contract: 16 - 18 months)**

Do you want a purpose filled life? Are you looking for work-life balance? Are you looking to grow in your career in the administrative/facility operations profession? Are you results focused with an emphasis on quality and quantity standards with great attention to detail? Do you thrive in a diverse and change-positive work environment? Do you value a professional, positive, and supportive team?

Join Interval House's Growing Team:

At Interval House, the life experiences and stories of the women and children we serve inspire everything we do. This is a great opportunity to be a part of our Human Resources department that supports Interval House mission by ensuring an optimum human resources capacity and work environment for the organization's operations.

Job Details:

The Human Resources Generalist position reports to the Human Resources Manager.

Job Type: Full-Time – 16-18 months contract

Hours of Work: 35 hours per week

Work Arrangement: Hybrid - minimum 2 days per week onsite

Location: Toronto, Ontario

You will benefit from:

- Work/Life balance
- Competitive compensation
- Employer fully paid Health and Dental benefits
- Employee Assistance Program
- Paid vacation and sick benefits
- New learnings, career growth and professional development opportunities

Job Summary: The Human Resources Generalist's position will enable you to fully utilize your planning, organizing and administrative skills to support the various Human Resources initiatives for Interval House.

You will be able to apply and enhance your knowledge and skills in all facets of Human Resources, including payroll processing and HRIS maintenance, benefits administration, recruitment coordination, onboarding process, employee relations, performance management systems, termination process, policies and procedures development, compliance and implementation, staff development, and Health & Safety functions.

In addition, you will have the opportunity to develop your understanding and knowledge of all levels of HR functions, implementation of strategic initiatives and projects, risks management and organizational development, through your involvement in meetings, trainings, and continuous quality improvement.

Job Requirements & Competencies:

- Post-secondary education in a Human Resources Management
- 1 – 2 years' Human Resources Generalist experience
- 2 years' experience and knowledge with automated payroll processing, and benefits administration
- Knowledge of the Employment Standards Act, payroll and other legislations and HR trends and practices
- Excellent skills in HRIS/Payroll software, Microsoft Word, Outlook, Excel, and Power Point
- Understanding of the terms Diversity, Inclusion, Accessibility, and related matters
- Analytical, planning, organizing, and reporting skills – verbal and written
- Ability to maintain a high degree of confidentiality
- Ability to work in a fast-paced, collaborative and team oriented environment
- Consistent ability to demonstrate positive attitude, professional behavior, and respect for boundaries

- Demonstrated ability to engage with others, listen, to provide and positively receive feedback
- Emphasis on attention to detail and quality of work
- Demonstrated self-learning initiative and resourcefulness
- Demonstrated ability to exercise flexibility when needed and positively respond to changes
- Ability to build and foster reliable work relationships within a diverse work environment
- Demonstrated ability to work with minimal supervision

Please submit your cover letter and resume to:

Attention: Human Resources / Subject line: **HUMAN RESOURCES GENERALIST**/ Email: personnel@intervalhouse.ca

Good to Know:

We thank all applicants, but only applicants with the required qualifications and competencies will be contacted.

Must be legally eligible to work in Canada and must have a valid work permit that allows the candidate to fulfill the requirements of the role.

As a congregate setting, candidates **must** meet Interval House Covid-19 vaccination policy requirements, subject to exemptions within the policy.

All successful applicants must undergo a police vulnerable sector check.

Interval demonstrates its commitment to equity, diversity and inclusion, respect in the workplace and does not condone any form of discrimination and workplace violence.

Interval House:

Established in 1973, Interval House is Canada's first shelter for women and children experiencing abuse. We are trailblazers in the campaign for women's empowerment and independence and we provide innovative, specialized, and transformative services that help to break the cycle of intimate partner violence.

Checkout our website for more details, www.intervalhouse.ca