



JOB POSTING

POSTING #: 2025-29

POSITION TITLE: HUMAN RESOURCES COORDINATOR – FULL TIME

SALARY RANGE: \$ 54,081.00 - \$62,920.00

THE OPPORTUNITY

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[About Us - Eva's Initiatives for Homeless Youth \(evas.ca\)](#)

This position reports to the Manager, Learning & Organizational Development at the Administrative Office.

ROLE OVERVIEW

This role supports the organization providing structured foundational processes and supports in all areas of Human Resources consistently across sites. The HR Coordinator often provides counsel and recommendations on existing HR policies, processes, and practices within their area of scope and makes recommendations outside of their area of expertise in the HR portfolio they are accountable for. The HR Coordinator participates in project-based work within the People and Culture Department including but not limited to recruitment, onboarding, scheduling, volunteer management, labour relations, total rewards, auditing, and other key HR engagement and initiatives. The primary areas of focus for the HR Coordinator are within a generalist function and often builds capacity for specific areas related to administration and maintenance of all HR programming, tracking and documentation.

RESPONSIBILITIES

Recruitment

- Assist in the recruitment process by posting job openings, reviewing resumes, and conducting initial candidate screenings.
- Coordinate interview schedules and communicate with candidates throughout the recruitment process.
- Support the Manager, Learning and Development in organizing and conducting job fairs and campus recruitment events.
- Maintain accurate and up-to-date records of candidates in the applicant tracking system.

Onboarding

- Facilitate the onboarding process for new hires, ensuring a smooth transition into the organization.
- Prepare and distribute new hire orientation materials and conduct orientation sessions.
- Collaborate with department heads to create and update onboarding checklists and training plans.
- Gather feedback from new hires to continually improve the onboarding experience.

- Conduct and facilitate off-boarding (i.e. exit interview)

Scheduling

- Manage the scheduling of HR-related meetings, interviews, and training sessions.
- Coordinate with various departments to ensure seamless scheduling and logistics.
- Utilize scheduling software and tools to optimize efficiency.

Volunteer Management

- Oversee the volunteer program, including recruitment, orientation, and recognition.
- Act as the point of contact for volunteers, addressing their questions and concerns.
- Maintain volunteer records and track their contributions to the organization.

HR Engagement and Initiatives

- Assist in the implementation of key HR engagement initiatives, such as employee surveys, recognition programs, and diversity and inclusion efforts.
- Collaborate with the Senior Manager on employee engagement events and activities.
- Contribute to the development of HR policies and procedures.
- Provides input into the interpretation of the Collective Agreement under the direction of Senior Director People and Culture, to prevent and/or respond to grievances, assist with investigations, maintaining documentation
- Collaborating between internal and external stakeholders to create return to work accommodation plans for staff on leave
- Manage the tracking of all employee contracts to ensure that contracts are either extended and/or terminated prior to their end date.

Learning and Development Support

- Provide administrative support for training and development programs.
- Assist in tracking employee training and development progress.
- Help organize workshops, seminars, and other learning opportunities.

HRIS

- Assist the P&C team to ensure that all employees pay changes, RRSP, benefits changes, employment status changes, payroll retroactivity are communicated and processed in accordance with established policies and procedures on a regular basis
- Quality control of all unionized employee data: responsible for inputting information, employee data and maintenance of the HRIS
- Trouble shoot payroll issues providing backup to the HR Generalist
- Review HR Metrics (employee life cycle reports) on a regular basis, make recommendations and provide insight to trends and shifts in the data to the Senior Director Human Resources
- Assist in the analysis and recommendations of organizational data and reporting of HR training metrics

QUALIFICATIONS

- College or University degree/diploma, preferably in Human Resources Management and/or Labour Relations

- Certified Human Resources Professional (CHRP) or equivalent specialty certification considered an asset
- At least 3 years' experience in HR, preferably in a nonprofit unionized environment
- Knowledge of Employment Standards, Human Rights Code and Occupational Health & Safety (OHS) regulations and legislation
- Knowledgeable of the process of conducting workplace investigations and the ability to document interviews
- Valid Joint Health and Safety Committee Certificate
- Sound judgement and analytical skills, including the ability to identify issues, and make recommendations
- Demonstrated sound decision-making skills in handling complex and sensitive situations
- Excellent organizational, time management and problem-solving skills with ability to coordinate and set priorities to meet deadlines while dealing with conflicting demands and changing priorities
- Excellent verbal and written communication skills to produce reports and deliver effective presentations
- Excellent Computer literacy utilizing MS Office software applications and proficiency in spreadsheets, scheduling and presentation software (PowerPoint)
- Proven ability to analyze, interpret and input data information with detail and following up with the internal stakeholders

APPLY

Submit a cover letter and resume in one PDF document by **December 17, 2025 at 5:00 pm** to careers@evas.ca. Be sure to indicate **2025-29 HR Coordinator** in the title. No phone calls, please.

CONDITIONS OF EMPLOYMENT

<https://www.evas.ca/conditions-of-employment/>

LAND ACKNOWLEDGEMENT

<https://www.evas.ca/land-acknowledgement/>

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Eva's Initiatives for Homeless Youth

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