



MENNO PLACE

**PEOPLE AND CULTURE COORDINATOR
~ CANADA SUMMER JOB GRANT PROGRAM ~**

Temporary Full-time / 35 hours per week / 4-16 weeks

Hourly Rate: \$18.00 - \$22.00

*** POSITION IS DEPENDENT ON FUNDING ***

Position Overview:

The People & Culture Coordinator is responsible for supporting the People & Culture department in various administrative and operational tasks. This role serves as a vital link between the People & Culture Team and employees, ensuring effective communication, efficient processes, and a positive workplace culture.

Key Responsibilities:

- Assist with the recruitment process, including posting job openings, scheduling interviews, and conducting reference checks.
- Maintain and update employee records in HR systems and ensure data accuracy.
- Coordinate onboarding and offboarding processes to support seamless transitions for new hires and departing staff.
- Support HR programs and initiatives related to employee engagement, performance management, and training.
- Redirect employee inquiries regarding HR policies, procedures, and benefits.
- Assist in the organization of company events and training sessions.

Qualifications:

- Working towards a Bachelor's degree in Human Resources, Business Administration, or a related field.
- 1-2 years of experience in HR or related administrative support.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in HR software and Microsoft Office Suite.

What youth participants are eligible? *To be eligible, youth must:*

- *be between 15 and 30 years of age **at the beginning** of the employment period**
- *be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment** **and***
- *have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.*
- *Youth must be 15 years of age at the beginning of the employment period. Youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.*

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

[Click Here to Apply Online](#)