



JOB DESCRIPTION

JOB TITLE:	People & Culture Clerk – Canada Summer Jobs
DEPARTMENT:	People and Culture
CLASSIFICATION:	Student
REPORTS TO:	Executive Director People & Culture
HOURLY RATE:	\$18.96

JOB SUMMARY:

The People & Culture Clerk 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.

The People and Culture Clerk is a **temporary full time position** funded through the Canada Summer Jobs program. As with all employees, the worker in this position is required to have a commitment to the vision, mission and values of Menno Place performing duties following Menno Place policies and procedures and ensuring the provision of *Resident and Family Centred Care (RFCC)* while safeguarding staff and residents.

This position requires teamwork, communication and cooperation. It is the expectation that the individual in this position contributes to a positive, safe working environment, takes instruction well and cooperates with their supervisor and co-workers. This person manages their time well and participates in continuous quality improvement of services provided.

DUTIES & FUNCTIONS:

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

QUALIFICATIONS

Education, Training and Experience

- 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.

As per the Canada Summer Jobs program, eligibility requirements are:

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

Skills and Abilities

- Demonstrated ability to communicate effectively in English both verbally and in writing.
- Demonstrated courteous and collaborative interpersonal skills including the ability to work as a member of a team.
- Demonstrated ability to organize and utilize resources as provided.
- Collaborates with leaders to promote a cooperative and constructive environment for improvement that consistently meets the needs of residents, families, staff, and the community.
- Self-confident in learning abilities with a willingness to ask questions.

Health & Safety

- Accountable for occupational health and safety and related activities of residential care staff.
- Is aware of their rights and responsibilities under the BC Occupational Health and Safety Act and follows all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor.
- Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations, fire and code drills and knows the community fire and disaster plan.
- plan.

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

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- 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](#)