

Human Resources Coordinator

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

About Toronto Region Educational Services:

Toronto Region Educational Services (TRES) is a not-for-profit organization dedicated to providing individuals across the Toronto region and beyond with accessible, free, and affordable educational resources. We offer a safe, supportive learning environment designed to inspire, motivate, and empower individuals as they build a strong foundation for personal growth.

About this opportunity:

Do you have strong organizational skills and a passion for supporting people and workplace development? Join TRES as a Human Resources Coordinator, where you will play a key role in ensuring smooth HR operations while contributing to a positive, collaborative, and people-centered work environment. You will support essential HR functions, including recruitment, onboarding, employee relations, training, and compliance, helping strengthen communication and connection across the organization.

Key responsibilities are as follows:

- Assist with recruitment by drafting and posting job descriptions, reviewing applications, scheduling interviews, and supporting candidate selection.
- Represent TRES at job fairs and recruitment events, promoting the organization as an employer of choice.
- Coordinate onboarding and orientation programs to ensure new employees have a smooth, welcoming introduction to the workplace.
- Serve as a primary point of contact for HR-related inquiries, helping resolve employee concerns and providing guidance on company policies and procedures.
- Support employee relations efforts that foster open communication, positive working relationships, and an inclusive workplace culture.
- Organize and coordinate employee training, workshops, and professional development programs.
- Assist with managing performance review processes and ensuring employees complete mandatory training and certifications.

- Help maintain HR compliance by updating policies, procedures, and documentation in alignment with employment laws and company standards.
- Support workplace safety initiatives and ensure adherence to regulatory and internal requirements.
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area.

Requirements:

- Strong interest in human resources, employee relations, and organizational management.
- Excellent written and verbal communication skills.
- Strong organizational and time-management abilities.
- Professionalism, confidentiality, and strong interpersonal skills.
- Ability to work 35–40 hours per week, including evenings and weekends based on assigned shifts.
- Proficiency in Google Workspace (Docs, Sheets, Drive, Calendar).
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check are required (not reimbursed). These may be obtained after securing the role but must be completed before the first day of work
- Candidates must be between 15–30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Experience in HR, administration, customer service, or related fields.
- Experience supporting recruitment, onboarding, or training programs.
- Familiarity with HR software or applicant tracking systems.
- Fluency in more than one language (reading, writing, speaking, listening)
- Access to a car and a valid G2/G Ontario driver's license.

This is a fully in-person position. Salary ranges from \$18–26/hour, dependent on experience, skills, education, and role.