

Position: Human Resources Intern

Closing: Posting will remain open until filled

Term: Up to one-year Contract

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for First Nation, Métis, and Inuit people living in urban and rural areas of Ontario. Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures”.

Housing Services are provided throughout the province by over 75 Team Members as well as a wide range of Partners including Indigenous Organizations, Community Organizations, Governments (Municipal, Provincial, Federal), and Private Sector. Our Main Office and Service Centre is located in Sault Ste. Marie and we have Satellite Service Centres in Dryden, Peterborough, and Hamilton. Services provided include:

- Property management of over 2300 subsidized and unsubsidized housing units;
- Provision of an assisted homeownership program providing down payment and home purchase assistance;
- Provision of an assisted homeowner repair program;
- Supportive housing services for community members;
- Planning and development of new housing; and
- Program management, program development and title services to local community organizations.

Founded in 1994, OAHS provides housing services to both Indigenous and non-Indigenous people. OAHS is governed by representatives from three Indigenous organizations in Ontario – the Ontario Federation of Indigenous Friendship Centres, Ontario Native Women’s Association, and the Métis Nation of Ontario. Learn more at www.OntarioAboriginalHousing.ca

We are currently seeking a motivated, conscientious, self-starter to join our Human Resources team at our office in Sault Ste. Marie. This is a great opportunity for a recent graduate to gain valuable experience while contributing to the growth of the organization. As the **Human Resources (HR) Intern**, under the direction of the Human Resources Manager, you will be primarily responsible for aiding the HR department with a variety of HR-related day-to-day activities and assisting with various HR projects.

Duties and responsibilities will include, but not be limited to, the following:

- Support OAHS’s mission and vision and make significant contributions to the achievement of the corporate strategic plan;
- Contributing to achievement of division and organization key performance indicators;
- Assist in the recruitment process including preparing job postings, receiving and reviewing applications/resumes, coordinating and conducting interviews, completing reference checks, and preparing employment offers;
- Assist in the development of employee training programs and delivery of training as required (utilizing on-line training provider); monitor progress and track completion;
- Ensure confidentiality is maintained with respect to all HR and payroll related data;

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- Maintain and update employee files, and update employee information in the HRIS;
- Prepare general forms, letters, reports, presentations and memos, as required;
- Provide administrative support for the HR function;
- Assist with benefit and retirement program processing, and
- Other duties as assigned.

The successful candidate will have the following qualifications and skills:

- Knowledge of and an appreciation for Indigenous culture and demonstrated values that focus on assisting people;
- Graduate of a post-secondary degree or diploma program in the field of Human Resources;
- Demonstrated ability to work independently and within a highly motivated, professional and results-oriented team;
- Knowledge of Microsoft Office suite and other software products (including MS Word, Excel, PowerPoint and email required);
- Ability to communicate professionally using multiple channels with a variety of stakeholders both internal and external to the organization; and
- Strong interpersonal, problem-solving, and organizational skills and demonstrated ability to contribute to achievement of team goals.

The successful candidate will have the following Program Requirements:

- University or college graduate who has graduated within the last three (3) years from an accredited college or university;
- Candidate must be a graduate of a post-secondary degree or diploma program;
- Must be first time employment in field of study;
- Candidates are only eligible to participate in the internship program one time;
- Candidates must be legally entitled to work in Canada.

Compensation:

- In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package. This comprehensive compensation package includes:
 - Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
 - Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples Day, Remembrance Day, and Family Day;
 - Opportunity for cultural, educational and other approved leaves;
 - Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity; and
 - An hourly rate of \$20

The current position is approved for a one-year contract; however, consideration may be given for extension of that period and/or future full-time employment. The successful applicant must meet the NOHFC eligibility requirements for their internship programs. This is a “paid” internship program.



Please submit your application letter and current resume, including confirmation of eligibility, by:

- Email to HRSSM@oahssc.ca or
- Mail or hand-deliver to: Racheal Spina
Human Resources Manager
Ontario Aboriginal Housing Services
Attn: Human Resources
500 Bay Street, Sault Ste. Marie ON P6A 1X5

In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.

Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including people who identify as LGBTQ2S+.

We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.

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