



## Human Resource Assistant

The BGC Niagara is seeking candidates to carry out the duties of Human Resource Assistant.

The Human Resource Assistant is responsible for the support of administration and delivery of corporate and human resource support services. This position reports directly to the Human Resource Manager and the Community Engagement Manager.

### Position Overview:

This is a full-time hourly position; evenings and weekends as required. Compensation is \$18.18-\$19.18/hr. - based on qualifications and experience. Benefits, development and advancement opportunities available.

### Qualifications:

- Post-secondary education in Human Resources, Office Administration or a related field;
- Ability to obtain an acceptable Police Clearance.

### General Responsibilities:

In consultation with the Human Resource/Community Engagement Manager:

- Support HR and Community engagement administration;
- Provide support to meetings and events;
- Coordinate employee/volunteer recruitment, training and retention activities;
- Work as part of a team or independently;
- Handle confidential business matters and information with discretion.

### Application:

Please send cover letter and resume to [employment@bgcn.ca](mailto:employment@bgcn.ca) by e-mail quoting the job title in the subject line no later than July 5, 2022.

Address: 8800 McLeod Rd.  
Niagara Falls, ON  
L2H 0Y8

E-mail: [employment@bgcn.ca](mailto:employment@bgcn.ca)

Fax: (905) 357-7401

Website: [www.bgcn.ca](http://www.bgcn.ca)

The Boys and Girls Club of Niagara is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.