



Summer Employment Opportunity

Human Resources Intern

Contract: June 17 – August 9, 2019

Hours: 30 hours per week, Monday - Friday

Salary: \$15.00 per hour

Location: Toronto, Ontario

Parkinson Canada is the definitive voice for Parkinson's disease in Canada. Our purpose is to transform the lives of people living with Parkinson's. We do this through research leading to better treatments and the end of Parkinson's, advocacy bringing the voices of Parkinson's to the forefront and support that helps people live well with Parkinson's through education and services. Our work is made possible through the generosity of donors.

As a Parkinson Canada Employee, we believe in being:

- **Bold** by embracing new ideas and confidently taking action.
- **Compassionate** by striving always to walk in the shoes of those we serve.
- **Collaborative** by working cooperatively with all stakeholders so that together we can achieve more.
- **Trustworthy** by keeping our word and always doing what we promise.

What we need

Parkinson Canada is looking for a Human Resources Intern who is enthusiastic about taking part in shaping a fantastic working environment for all employees across Canada. Are you newer in your HR career and eager to learn and grow? Are you looking for a rewarding HR opportunity in the not-for profit sector, working with a team of dedicated colleagues? Are you passionate about HR and thrive on providing forward-thinking and exceptional customer service? If you answered 'yes', please keep reading the details below to learn more.

The Human Resources Intern is responsible for providing support to the Coordinator, Human Resources and to staff across Canada in the areas of recruitment and retention, health and safety, onboarding and orientation, as well as training. The successful candidate will have superior communication, customer service and interpersonal skills, high technical aptitude and strong attention to detail. A self-starter with a "can do" attitude, the successful candidate will be flexible, results driven and be able to prioritize multiple projects and meet deadlines.

Your contribution

As the successful candidate, you will bring your "can do" attitude, high professionalism, and superior customer service or organizational skills to fulfill the following responsibilities:

Human Resources Department Support

- Assist with employee record keeping including compliance procedures;
- Provide assistance on various HR projects by organizing meetings, conducting research and preparing and tracking project documentation;
- Support efforts around engagement, diversity and inclusion, performance management and retention;
- Assist with scheduling phone screens and on-site interviews;
- Manage job posting processes and prepare offer packages for new hires;



- Support the Occupational Health and Safety Committee;
- Review and update current policies and procedures;
- Work on ad hoc projects across all HR functions.

Contribute to Team Effectiveness

- Be a positive ambassador for Parkinson Canada and support the work of the organization as appropriate;
- Contribute to effectiveness of the Parkinson Canada HR team.

What is needed to succeed in this role

- Degree or diploma in Human Resources Management (or actively pursuing) is a strong asset;
- Knowledge of principles, practices, current trends of human resources;
- Strong communication skills – written and verbal;
- Excellent organizational and time management skills as well as the ability to cope with limited resources;
- Ability to seize opportunities and think creatively;
- Strong computer skills and proficiency in Microsoft Office;
- Self-starter with a high level of motivation and initiative;
- Demonstrated ability to work independently and as a member of a team;
- Bilingualism (French and English) an asset.

Eligibility:

- Youth between the ages 15 to 30 who legally entitled to work in Canada.

Candidates must apply by 4:00 p.m. EST on Thursday, May 30, 2019 to be considered.

**Human Resources
Parkinson Canada
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Toronto, Ontario M2P 2A9
E-mail: human.resources@parkinson.ca
Please quote Reference #HRI-0519**

Parkinson Canada will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. We thank all candidates for their interest, however, only those selected for interviews will be contacted. Please indicate accommodations as required if contacted.