

HUMAN RESOURCES GENERALIST COORDINATOR

Job Type: Full-time (40 hours per week)

Location: Prosserman JCC 4588 Bathurst Street, North York, ON and Schwartz/Reisman Centre 9600 Bathurst Street, Vaughan, ON – Must have ability to work at both locations.

Salary Range – \$50,000.00 - \$60,000.00

Are you a people-centric professional with a passion for fostering a vibrant workplace culture? Do you thrive in a fast-paced environment and have a knack for handling diverse HR tasks? We're seeking a Human Resources Generalist passionate about people and processes to empower our team to soar to new heights in our collective efforts building a hub of thriving Jewish Community.

Ready to take the next step in your HR career? Let's embark on this journey for growth together.

Are YOU our Human Resources Generalist Coordinator?

Reporting to the Director of HR, the Human Resources Generalist will be an integral part of a small dynamic HR team and the JCC's administrative department serving over 500 employees across two locations. What will make you the ideal candidate? You are an accredited HR professional with at least 2 years' experience in a mid-to-large size organization. Providing an enriched environment which promotes Jewish culture, traditions, and a connection to Israel are also high on your priority list. Your English language skills are superior both oral and written and of course you are HR tech savvy. Working as part of a collaborative team your key responsibilities are to provide HR support in a wide range of HR Generalist functions that shall include:

Key Responsibilities:

- Assist with administrative support for recruitment and onboarding, including posting job posts on various websites, interview set-up, and reference checks.
- Screen candidates and conduct in-person interviews.
- Prepare employment contracts.
- Complete IT requests and workstation set ups.
- Monitor the Dayforce onboarding portal for completion for new hire documents, assisting with onboarding planning and logistics.
- Collect content and prepare the weekly staff newsletter (JSpace).
- Arrange gifts, food, cards etc for staff good and welfare.
- Assist in staff events planning and execution.
- Participate on the Joint Health and Safety Committee and prepare minutes.
- Prepare confirmation of employment letters.
- Assist with progressive discipline documentation preparation.
- Assist with the JCC Performance Management system.
- Assist with developing and implementing a Learning and Development system.
- Track staff health and safety training and other group training.
- Assist with updating policies and procedures and uploading to the Dayforce Onboarding Portal
- Assist with special projects as assigned to advance the HR and People and Culture component of the JCC.



What you do well

You understand the importance of building relationships and supporting others. Your core values are aligned with the JCC vision and mission, and you are willing to go the extra mile to make a meaningful impact elevating People and Culture in the JCC, fostering a strong sense of teamwork.

About the Jewish Community Centre

At the Jewish Community Centre (“the JCC”), you are part of something bigger. You matter.

The JCC is an open, inclusive, and welcoming community, where belonging is everything. The JCC has become one of the largest platforms for engagement and connection to community in the Greater Toronto Area; a place where multiple generations can strengthen their body, mind, and soul. Programs include arts and culture, aquatics, recreation, education, sports, fitness, daycare, day camp, and more. For over 100 years, JCCs have been serving Jewish communities around the world. There are over 300 JCCs globally and 150 in North America. 1.5 million people enter a JCC each week in North America.

In the JCC’s recently completed Strategic Plan, it set a bold and ambitious goal that, by 2026, the number of people engaging with the Prosserman JCC and the Schwartz/Reisman Centre will triple as the JCC becomes the center of a thriving Jewish community. We are on a growth path of transformative change so that, when we’re done, 75,000 people annually will experience the JCC’s new mission; to be a hub of community, dedicated to the enrichment of Jewish life through meaningful shared experiences.

What you will receive

The opportunity to work with some of the most passionate, driven, and effective community builders and educators in Toronto. Be part of a culture that will continue to challenge and empower you to keep learning and growing.

What else can you expect?

- Swim, workout, and enjoy all our classes, programs, events, and performances with a free Membership to the JCC.
- Generous staff discounts on paid programs like summer camp, swimming lessons, personal training, competitive sports leagues, etc.
- Medical and dental insurance through Equitable Life- the JCC pays 65% of the premium.
- Free parking
- Time Off:
 - Paid time off (PTO) for sick days, and vacation.
 - The JCC Administrative office is closed for all major Jewish holidays, as well as all statutory holidays.
- People-centered, flexible work environment that always puts your family and/or your personal life and overall well-being first.

To Apply:

We welcome all applicants. Accommodations during all phases of the hiring process will be made wherever possible. We are committed to accommodating employees with disabilities. If you require any type of workplace accommodation, please let us know ahead of your start date and we will set up a time to consult with you and understand your needs with a view to meeting them as best we can.

Please submit your resume and cover letter to Jeanette Hyde, Director, Human Resources

jeanette@srcentre.ca no later than July 15, 2024.

We appreciate your application; however, we will only be contacting the candidates we wish to interview.



Don't self-select out if you're missing a bullet point or two of this job description from your resume. We are open to candidates of all backgrounds and are committed to cultivating a diverse and inclusive team. If this job description energizes you, let's talk.