



HUMAN RESOURCES GENERALIST

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

Salary Range: \$55,000.00 - \$65,000.00

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.*

Are you a people-centric HR 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 and initiatives? We're seeking a Human Resources Generalist passionate about people and processes to join our team and help take HR at the JCC to new heights.

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

Who are We?

The Jewish Community Centre (JCC) is more than just a workplace—it's a vibrant hub of culture, connection, and community. As one of the largest engagement platforms in the Greater Toronto Area, we offer a diverse range of programs, including arts, fitness, education, daycare, summer camps, and more. With a bold goal to triple our community engagement by 2026, we are on a transformative path to become the beating heart of Jewish life in the region. Join us in shaping the future of the JCC experience for 75,000+ people annually!

Are YOU our ideal Human Resources Generalist?

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. You are an accredited HR professional with at least 3 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. Attention to detail and a strong ability to multi-task is essential. Working as part of a small collaborative team your key responsibilities are to provide HR support in a wide range of HR Generalist functions to our many diverse business units and their staff.

Key Responsibilities Include:

- **Talent Acquisition:** Recruitment process including job posting, candidate screening, tracking, in-person interviews, and reference checks; migration to new ATS system
- **Onboarding:** Develop new hire onboarding schedules, conduct onboarding tours and check-ins
- **HR Administration:** Prepare employment contracts, IT requests, workstation set ups, employment letters, process WSIB Form 7's, maintain and update staff policies & procedures
- **Talent Management:** Support goal-setting and performance review processes using Lattice platform; assist in developing a learning and development platform
- **Health and Safety:** Participate in JHSC meetings, address health & safety concerns; manage incident reporting, investigations, return to work plans, and health & safety training
- **HR issues resolution:** Conduct informal and formal investigations; produce reports and recommendations; support managers with staff discussions, progressive discipline and documentation
- **Staff Culture:** Coordinate staff newsletter content; arrange gifts, birthday & anniversary cards, staff events and celebrations, promote positive and inclusive staff culture

**Perks & Benefits:**

- Free JCC Membership – Access to our fitness centers, classes, and programs.
- Generous Staff Discounts – On summer camps, swimming lessons, personal training, and more.
- Comprehensive Health & Dental Insurance – 75% of the premium covered by the JCC.
- Paid Time Off (PTO) – Vacation, sick days, Jewish holidays, and statutory holidays.
- Work-Life Balance – A flexible, people-centered work environment that values your well-being.

Ready to Make an Impact? Apply Today!

We welcome candidates from all backgrounds and experiences—don't self-select out if you don't meet every requirement. If this role excites you, we want to hear from you!

To apply, send your resume and cover letter to Jeanette Hyde, HR Director jeanette@srcentre.ca by **August 20, 2025. Please note that we will be conducting rolling interviews.** The JCC does not use Artificial Intelligence (AI) to screen, assess or select applicants.

We appreciate every application; however, only selected candidates will be contacted for an interview. If you require accommodations at any stage of the hiring process, let us know—we are committed to creating an accessible and inclusive workplace.