

Employment Opportunity

Canada Summer Jobs Program-2026



POSITION	PROGRAM	DETAILS
Human Resources Assistant	Corporate Services	Full-Time 16 Weeks
Number of Positions	SALARY	HOURS
1	\$17.60	35 hours

Banyan is a not-for-profit organization that has provided quality services to the youth justice, children, and senior's community support sectors since 1978. Banyan is committed to improving the mental, physical, and social well-being of at-risk populations in our service areas of Hamilton, Niagara, Brant, Haldimand, Norfolk, and Wellington.

PURPOSE OF THE POSITION

Banyan is currently inviting applications for the contract full-time position of Human Resources (HR) Assistant, through the 2026 Canada Summer Jobs Program.

The HR Assistant position will work alongside with the HR team, supporting in full cycle recruitment practices, employee experience, collecting and presenting data, records retention and conducting a full range of administrative tasks.

POSITION RESPONSIBILITIES

Full Cycle Recruitment

- Assist with updating internal and external job postings.
- Provide support with initial screening of candidates.
- Coordinate the communication with candidates and schedule interviews.
- Assisting with onboarding of new employees and preparation of documents for payroll.
- Support orientation of new hires to the organization and assisting in providing initial training on policies and procedures.

Administrative

- Assist with day to day operations of the HR functions and duties.
- Provide administrative support to Human Resources Department.
- Maintain and update manual and digital employee records, including supporting internal audits.
- Process documentation and assist with preparing reports relating to personnel activities (staffing, recruitment, training, performance evaluations etc).
- Support with HR projects, meetings, training, surveys and taking minutes of meetings.
- Assist in the collection, organization and analysis of HR data like employee turnover rates and training KPIs to generate HR reports.

- Assist with employee requests.

Employee Experience

- Assist with planning and organizing of staff events including preparing communication and obtaining materials or equipment.
- Assist with generating ideas for engagement opportunities.
- Supports with performing on-going initiatives.

ROLE COMPETENCIES

Classification Specific

- **Problem-Solving Skills:** develop strategies using a system-thinking approach. Identify and analyze problems so that viable solutions are found.
- **Managing Multiple Priorities:** ability to remain calm and multi-task within a multi-disciplinary environment.
- **Analytical Skills:** ability to understand, analyze and reconcile information and avoid errors.
- **Computer Skills:** competent in using MS Office suite of products to produce quality results.
- **Team Player:** works cooperatively within the team to achieve goals and to foster commitment, spirit, pride and trust.
- **Time Management Skills:** ability to accomplish tasks within timeframes and by deadlines.

QUALIFICATIONS

- Completed or in progress post-secondary education in Human Resources Management, Business Administration, or related field on a full-time basis.
- **Eligibility Requirements (Canada Summer Jobs 2026):**
Candidates must meet the eligibility criteria of the Canada Summer Jobs program. To be eligible, applicants must:
 - **be between 15 and 30 years old at the start of their summer job**
 - **be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the job and**
 - **be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations-This includes having a valid Social Insurance Number at the start of their summer job**
- Excellent communication skills and ability to develop interpersonal relationships with employees at all company levels.
- Strong decision-making and problem-solving skills.
- Attention to detail.
- Ability to handle sensitive information with discretion.
- An acceptable and valid Criminal/Police Record Check must be provided and maintained at the candidate's expense prior to and throughout employment.

WORKING CONDITIONS

- The Human Resources Assistant will conduct business from the designated office where standard office working conditions and the use of standard office equipment will apply.
- Working on the computer and sitting for extended periods of time.
- Hours of work will regularly fall within normal business hours.

Banyan is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Banyan is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff.

We are committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our Human Resources department or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Please Note:

This is a new temporary posting.

We use AI-based tools to assist with the screening and assessment of applications as part of our hiring process.

PLEASE FORWARD YOUR RESUME AND LETTER OF INTEREST TO:

Banyan Community Services
688 Queensdale Avenue East, Suit 2B
Hamilton, ON L8V 1M1
hadmin@banyancs.org
(905) 549-9011 (fax)

Note: Canada Summer Jobs 2026 Program period is from April to August 2026