

Human Resource and Operation Coordinator - [PERMANENT]

Job Posting

About Us

Malvern Family Resource Centre (MFRC) is an essential and trusted Community Hub that connects, engages, and takes collaborative action in supporting our communities to thrive. We use our public spaces, and our deep and authentic connections, to bring people together with a focus on those that need us the most. Each year, MFRC provides impactful, holistic, and highly accessible programs and services to several thousand children, youth, families, women, newcomers, and seniors. MFRC has recently launched a new strategic plan A Place Where You Belong.

The Opportunity

As the **Human Resource and Operations Coordinator**, you will play a pivotal role in supporting both the HR and operations functions within our organization. This role will report to the Manager of HR and Operations. You will be a key liaison between management, employees, and various departments, contributing to a positive and efficient work environment.

Job Responsibilities:

- Support the recruitment process by posting job openings, scheduling interviews, and coordinating candidate communication.
- Manage HR-related documentation, such as employment contracts, policies, and procedures manuals.
- Oversee space rentals including managing existing renters, identifying new business opportunities and develop partnerships to expand our client base and increase revenue.
- Facilitate the onboarding process for new hires, including paperwork completion, orientation, and training coordination.
- Aid in offboarding processes, including conducting exit interviews and completing necessary paperwork.
- Provide administrative support such as - ordering/ managing office supplies, coordinating meetings, and handling general inquiries.
- Coordinate office logistics, including facilities management, equipment maintenance, and supplies procurement.
- Support logistics for organization events and meetings, including scheduling, coordinating vendors, and managing attendee lists.
- Act as a point of contact for employee inquiries and requests, communicating to employees' regarding HR and operation matter.

- Work alongside People and Culture Ctte to organize employee engagement initiatives, such as team-building activities, wellness programs, and recognition events.
- Provide general administrative support to the HR and operations teams, including drafting correspondence, preparing reports, and maintaining documentation.
- Coordinate with special projects and initiatives as assigned, contributing to the overall success of the department and organization.
- Lead, mentor, and support administrative staff, providing guidance, motivation, and support to ensure team success.
- Foster a collaborative and positive work environment, promoting teamwork, professional development, and continuous improvement.

Necessary Skills/Qualifications and Other Requirements:

- Degree/Diploma in Human Resources, Business Administration, or a related field preferred.
- 2+ years of experience in HR and/or operations roles.
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Excellent communication and interpersonal skills, with a customer-service mindset.
- Proficiency in Microsoft Office suite and experience with HRIS systems preferred.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to multitask and prioritize tasks in a fast-paced environment.

Terms of Employment:

- **Salary:** \$50,000–\$55,000 per year.
- **Benefits:** 100% paid benefits, three weeks of paid vacation, three personal days, sick days, and other paid time off, including the holiday break, after probation).
- **Hours:** Full-time, 37.5 hours per week.
- **Contract Term:** Permanent.

Application Instructions:



90 Littles Road, Scarborough
Phone: 416 284 4184
Email: mail@mfrc.org
www.mfrc.org

Please send your **cover letter and resume (PDF format)** by email to fjomaa@mfrc.org (Fadi Jomaa, Human Resource and Operations Manager).

Subject line: FirstName_LastName_HR and Operations Coordinator

Applications will be reviewed on a rolling basis. Candidates selected for interviews will be contacted directly.

MFRC is an equal opportunities employer. We embrace diversity and are committed to becoming an anti-racist organization. Our goal is to attract and retain highly talented employees from diverse backgrounds, allowing the Malvern community to benefit from a wide variety of experiences and perspectives that will shape our programs and services.

At MFRC, we understand that traditional hiring processes create barriers for individuals from underrepresented communities. We encourage talented individuals from diverse backgrounds to apply for positions within our organization, even if they do not meet all the listed requirements. We believe that qualifications extend beyond technical skills and academic achievements. We value the potential, passion, and diverse perspectives that individuals from different backgrounds can bring to our team.

If you are contacted by MFRC regarding this job opportunity and need accommodation through the hiring process, we would be happy to accommodate you.

Finally, figuring out where you want to work is a big decision, and we want you to have the opportunity to do your due diligence. We will welcome questions during the recruitment process, you can also expect to talk to current staff about their employment experiences and check the references of your planned supervisor.

Connect. Belong. Thrive.