



Internal/External Job Posting

Position:	HR Generalist – Part Time
Reports to:	Director, HR & Labour Relations
Contract type:	Part Time, 25 Hours Per Week
Start Date:	ASAP
Location:	Peel Region (Multi Site)
Rate:	\$46,228 Per Year
Position Type:	This position is NOT part of the bargaining unit
Deadline to apply:	May 20, 2026
How to apply:	Email resume and cover letter to hr@mnsinfo.org

About MNS:

MNS is a non-profit charitable organization which has provided settlement and community support services since 1975. For more information about MNS, please visit our website at www.mnsinfo.org

Position Summary:

The HR Generalist supports the development and execution of HR and people focused strategies that enhance organizational capability, fosters a positive culture, and support employee engagement. This role balances administrative HR tasks with core people and culture initiatives. Ensure HR, Employee Relations and Operations policies, procedures, and processes are current and in compliance with employment laws, industry standards and regulations. Support the development and implementation of all human resource initiatives and provide organizational development support to all departments and the Management Team.

Key Responsibilities

HR Administration & Operations

- Support day-to-day HR operations, including employee records management, HRIS maintenance, benefits administration, and documentation, ensuring accuracy, confidentiality, and compliance with privacy requirements.
- Coordinate payroll processes in partnership with Finance and/or external payroll providers (e.g., ADP Workforce Now).
- Prepare and process employment-related documentation, including offer letters, promotions, role changes, leaves of absence, and terminations in accordance with ESA requirements.
- Maintain up-to-date HR policies, procedures, and employee files.

Recruitment, Onboarding & Off Boarding

- Coordinate full-cycle recruitment processes, including job postings, screening, interviews, reference checks, and onboarding.
- Ensure recruitment and selection practices are equitable, inclusive, and compliant with the Ontario Human Rights Code.
- Partner with Program Managers to assess workforce needs and support timely and effective hiring aligned with organizational priorities.
- Manage onboarding processes to support a positive and consistent employee experience and successful integration into the organization's culture.
- Conduct exit interviews and analyze trends to inform retention and organizational improvement strategies.

Training, Learning & Development

- Coordinate and oversee employee training initiatives, including onboarding training, mandatory compliance training, and professional development activities.
- Work with Program Managers to identify learning needs and support planning for Professional Development Days and other learning events.
- Review and select external training resources and vendors as appropriate.
- Support the development and maintenance of e-learning tools, online learning modules, and knowledge management systems.
- Track and maintain records of staff training, workshops, seminars, and conferences.
- Support strategies aimed at employee engagement, growth, and retention.

People, Culture & Engagement

- Support employee engagement initiatives, recognition programs, wellness activities, and culture-building events.
- Partner with leadership and staff to support initiatives that reinforce organizational values and continuous quality improvement.
- Act as a change advocate by supporting the design, communication, and implementation of HR programs and initiatives that align with organizational goals.

Employee Relations & Compliance

- Provide frontline HR guidance to employees and managers on policies, procedures, performance management, and employee relations matters.
- Support interpretation and administration of the collective agreement, where applicable.
- Assist in addressing employee concerns, workplace conflicts, and complaints in a fair, timely, and confidential manner.

- Support organizational compliance with ESA, OHSA, OHRC, AODA, and internal workplace policies, including health and safety and accommodation processes.

Reporting & HR Metrics

- Compile and maintain HR metrics and reports for leadership, funders, and internal planning purposes.
- Analyze key HR data and trends and prepare reports for the Director, Human Resources.
- Ensure timely and accurate delivery of required HR reports.

Education & Experience

- Bachelor's degree in Human Resources/Labour Relations/related field is a must have
- CHRP designation or actively working towards certification preferred
- Minimum 3–4 years of progressive HR experience, preferably in a non-profit
- Working knowledge of Employment Standards Act, Ontario Human Rights Code, and Occupational Health and Safety Act.
- Experience using HRIS and payroll systems. Experience with ADP Workforce Now is an asset.

Skills & Competencies

- Strong organizational and administrative skills with the ability to manage multiple priorities.
- Excellent verbal and written communication skills.
- High level of professionalism, discretion, and ethical judgment when handling confidential information.
- Strong interpersonal skills, with the ability to coach, support, and advise managers and employees.
- Demonstrated problem-solving and conflict-resolution abilities.
- Proficiency in Microsoft Word, Excel, and Outlook.
- Ability to work effectively in a fast-paced, open work environment.

Additional Requirements

- Commitment to equity, diversity, inclusion, and accessibility.
- Ability to work across multiple sites within the Peel Region.
- Valid driver's license with a satisfactory driving record.
- Ability to respond appropriately to sensitive or complex employee matters.



Upon hire, candidates must provide a Vulnerable Sector Police check obtained within the last 6 months.

Please submit a resume and cover letter to the Hiring Committee at hr@mnsinfo.org, before end of business, May 20, 2026. We thank all applicants, however, only candidates selected for interviews will be contacted.

*We are committed to providing accommodation throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs. "We thank all applicants for their interest in MNS. However, only candidates selected for an interview will be contacted. **No phone calls please.**"*