

## HR Operation Specialist

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As a HR Operation Specialist, you are responsible to oversee the HR operation within the organization. In addition, you are to assist the Vice President, Human Resources to execute and implement new HR projects and initiatives with the expectation of maintaining high standards on both external and internal relationships.

Reports to: Vice President, Human Resources

### Core Responsibilities:

Oversee the talent on-boarding and off-boarding processes

Assisting the VP, HR on implementing new HR initiative and projects; such as execution on email communication and data collection etc.

Managing organizational chart, keeping track on people's movement within the organizational.

Working closely with other people managers, making sure on-time postings, to satisfy the organization's hiring needs

Assist VP, HR on various of duties on administration to support the expansion of HR function within the organization

### Commitment:

4-6 hours / week depends on the seasons; minimum 1 year of commitment overall

Mandatory attendance in quarterly team meetings

Mandatory attendance at Start Proud events and initiatives throughout the year

### Ideal candidate:

Passionate toward the LGBTQ+ community

Have previous experience volunteering, can provide insight on the challenges and opportunities that the community is facing collectively as one

Highly motivated individual can work efficiently with minimum supervision

Have passion in HR area; currently working in HR area or on the path to the HR area

Not afraid of speak of your own mind, entrepreneurship spirit preferred

## Benefits

- An opportunity to give back to the LGBTQ+ community
- Experience working at an established national non-profit
- Ongoing professional development and training opportunities
- Potential for letters of recommendation and references
- Opportunity to work and network with various industry leaders

## About Start Proud

Start Proud makes the student communities we serve as a clear focus of what we do. We produce initiatives that provide career and professional development support to lesbian, gay, bisexual, transgender, queer, and other sexual minority (LGBTQ+) students in Canada while building a national network of like-minded professionals to promote a workplace culture that is more diverse and inclusive.

## Valuing Diversity & Inclusion

At Start Proud, we are committed to fostering an inclusive, accessible environment, where all of our volunteers feel valued, respected, and supported. We are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We encourage everyone to apply, including people from underrepresented groups who self-identify as transgender, non-binary, Indigenous, persons of colour, and persons with disabilities etc.

## TO APPLY

Email a cover letter and resume as attachments to [human.resources@startproud.org](mailto:human.resources@startproud.org) with the position title in the subject line.