

**Independent Living Services of Simcoe County & Area** (formerly Simcoe County Association for the Physically Disabled) exists to provide support and services to people with physical disabilities or limitations in Simcoe County to assist them to lead dignified, productive, and independent lives.

# Summer Student HR Assistant

Independent Living Services of Simcoe County is looking for a student to work with us for the summer.

The HR Assistant will work with clients to complete a client satisfaction survey, and with front line staff to complete the annual staff survey.

The HR Assistant will gather statistical information from surveys and other sources and analyze the gathered information. This information will be used to prepare reports on satisfaction with agency operations and highlight trends in provision of services.

The student will also perform administrative HR duties in direct support of the HR department, and also clerical duties to help with coverage during busy times and vacation periods.

Position requirements:

- Full time attendance at a college or university and returning in the fall
- Sensitivity towards people with disabilities
- Knowledge of report writing including statistical analysis
- Knowledge of office procedures, and familiarity with non-profit organizations
- Working knowledge of MS Office as well as database entry (Gold Care)
- Reliable transportation preferred
- **Students with a disability will be given preference**

This opportunity is supported by the Canada Summer Jobs Program through the Ministry of Employment and Social Development. Anticipated start date is 11 May 2020 and is to last 15 weeks ending 21 August 2020.

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We offer a competitive wage and an incredible work environment. If interested and qualified, please apply by March 31<sup>st</sup> 2020

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[www.ilssimcoe.ca](http://www.ilssimcoe.ca)