



after BREAST CANCER

Charity #849225040 RR0001

Position: Human Resources Coordinator Volunteer
Time Commitment: Flexible schedule with ability to work remotely as needed
Location: 1292 St. Clair Avenue West, Toronto, ON M6E 1C1

Position Summary:

The Human Resources Coordinator is our “people connector” that will ensure that we match the right volunteer to the right opportunity fully supporting after BREAST CANCER’s mandate with operational excellence. You are a fun, energetic and out of the box thinker with an innate ability to connect and foster collaborative relationships. You will roll up your sleeves to gain full exposure to the recruitment and selection process within a non-profit organization. You will primarily be responsible for the operational aspects of the recruitment and selection process, interviewing, coordination of volunteer records and coordinating targeted recruitment initiatives.

Tasks and Responsibilities:

- Provides day-to-day administrative duties and general support to aspects of after BREAST CANCER’s recruitment mandate as required.
- Key support in managing HR policies and procedures.
- Assume a lead role in partnering with colleges and universities to manage all logistical aspects of posting volunteer opportunities for internships and placement opportunities.
- Lead the administrative process for coordinating interviews, creation of interview templates and completion of appropriate reference checking process.
- Processing Welcome Letters and assisting with volunteer orientations.
- Track and report on effectiveness of various recruitment strategies.
- Participation in scheduled volunteer recruitment initiatives and after BREAST CANCER events.
- Partner with the Director Human Resources to grow and foster partnerships with various organizations in support of their Pay it Forward or Giving Back to the Community initiatives.
- Other duties as required.

Qualifications:

- Currently enrolled in Post-secondary education in Human Resource Management, Business Administration, Non-profit Management, or equivalent field of study;
- Exceptional proficiency with MS Office.
- Demonstrated ability to successfully manage multiple projects and deadlines, completing projects on time with professionalism;
- Ability to perform to a high level independently as well as with a team;
- Maintain a high level of confidentiality.
- Work well in a fast-paced time sensitive environment.
- Excellent written and interpersonal skills.

Start Date: Immediately

Term: Volunteers MUST work a minimum of 10 hours a week for 3 months consecutively

Remuneration: Transportation costs to and from (public transit or parking)



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What's In It for You? Benefits and Opportunities:

Connections/Networking:

- Expand your professional and personal network

Growth/Development:

- Enhance core competencies: engagement strategy, content, data and automation (may include)
 - Human Resource Management
 - Interpersonal skills
 - Computer literacy
 - Planning and organizational skills
 - Communication skills
 - Business acumen
 - Gain expertise working within a non-profit organization
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- A great place to gain valuable work experience for placement / transitional opportunities while contributing to **after** BREAST CANCER's vision of creating a future to make a difference one woman/one survivor at a time.

About **after** BREAST CANCER:

Our Vision

Our Vision Is To Make A Difference...**ONE Woman / ONE Graduate At A Time**

Our Mission Statement

after BREAST CANCER is a Canadian Charity incorporated with the following objectives:

- To provide resources that contribute to a woman's Quality of Life (QOL) after breast cancer.
- To provide women with limited financial resources and NO insurance with mastectomy bras, mastectomy camisoles and breast prostheses at **no cost** to them after breast removal surgery (mastectomy or lumpectomy).
- To identify underserved areas in breast cancer survivorship that lack resources and provide evidence based information that can facilitate informed decision making on issues related to breast cancer survivorship.

Ready to Join the Team?

We encourage all interested individuals to submit a cover letter supporting how your qualifications make you the ideal candidate for this volunteer intern position.

Application Process: Please quote: **HR Coordinator** on the subject line, complete our application form and attach your cover letter and resume (or link to your LinkedIn profile) attention: Human Resources Director at: hr@afterbreastcancer.ca.

We thank all those applicants that may apply. For more information about our organization and our cause, please visit our website at: <http://afterbreastcancer.ca/>