

## PRIMARY FUNCTION

Reporting to the Director of People Services, this position is responsible for managing and leading various administrative functions of Human Resources including supporting the implementation, development and continuous improvement of The 519's People Services Plan, and completing biweekly payroll, benefit and Time and Attendance processes.

## MAJOR RESPONSIBILITIES

- Maintains accurate employee records across the employee lifecycle, including but not limited to onboarding, probation, changes in entitlements, salary increases, contract tracking, leaves of absence, and termination, in accordance with the Collective Agreement and other relevant employment policies.
- Prepares Human Resources reports, including union reports, attendance tracking, ROEs, benefits and pension, and other ad hoc reports as required. Ensures accuracy and relevance of information to support decision-making and evaluation of Human Resources performance.
- Manages the administration of employee benefits and pension plans. Liaises with benefits and pension vendors to ensure that all employee information is updated, monitors service agreements and provides reports to benefit providers and OMERS as required.
- Supports organizational development strategies including preparing detailed statistical analysis and information in line with the objectives outlined in People Services Plan.
- Reviews and processes timecards to support distribution of bi-weekly payroll; identifying and resolving errors and inaccuracies; submitting third party remittances; and supports staff to receive appropriate compensation for time worked in an accurate, timely manner, based on terms and conditions of employment in accordance with applicable Collective Agreement provisions and employment policies.
- Maintains employee information in ADP and employee files in compliance with MFIPPA obligations, ensuring that information is complete, accurate, and up-to-date including managing confidential HR information. Performs regular audits of electronic and paper personnel files, payroll, benefits, and pension information.
- Supports organizational recruitment efforts including preparing and circulating job postings, managing applications, and working with hiring managers to schedule and complete interviews, reference checks, and offers of employment. Assists with coordinating onboarding and orientation for new employees.
- Acts as an Administrator for ADP, including managing user accounts and permissions, developing, and running regular and ad hoc reports, and liaising with the vendor for any required updates and system configurations.
- Develops and delivers internal training modules and reference documents for management and non-management staff related to payroll, benefits and organizational development

including training for all managers and employees on using ADP Time and Attendance modules.

- Administers and tracks mandatory training for all employees, including via ELI, and prepares relevant reports for managers to support compliance.
- Performs regular audits of information in HR systems to ensure accuracy and compliance with relevant policies and legislation.
- Performs other related duties as assigned.

## **KNOWLEDGE AND EXPERIENCE**

1. Post-secondary education in Human Resources, or equivalent combination of education and experience.
2. CHRP designation is considered an asset.
3. 1-3 years of experience in Human Resources positions; direct experience with payroll, benefits, and pension administration is considered an asset.
4. Experience with ADP or other HRMS systems administration.
5. Experience working in a unionized environment.
6. Demonstrated excellence in customer service relations and effective interpersonal, verbal, and written communication skills including the ability to communicate effectively both orally and in writing, with internal and external stakeholders.
7. Understanding of 2SLGBTQ+ communities and issues, with a demonstrated commitment to inclusive and equitable practice, integrating anti-racism, anti-oppression and intersectional values and principles into daily practice.
8. Well-developed analytical, organizational, and problem-solving skills.
9. Demonstrated ability to initiate work independently and as part of a team, highly motivated and engaged in departmental planning and continuous systems improvement.
10. Demonstrated knowledge and capacity to effectively and appropriately maintain confidential information at all times.
11. Understanding of working in a fast-paced, demanding multi-dimensional community centre environment that is integral to the neighborhood, and demonstrated ability to meet deadlines while ensuring accuracy and attention to detail.
12. Sound knowledge of applicable legislation (Occupational Health and Safety Act, MFIPPA, Ontario Human Rights Code, applicable Collective Agreements).
13. Commitment to social justice principles and an understanding of the intersection of gender, race, sexuality, and class.

## TERMS OF EMPLOYMENT

<b>Position Status</b>	Full-Time, Permanent
<b>Union Status</b>	Non-Union - Exempt
<b>Salary Range</b>	\$64,050 – \$81,631/year (wage grade 4)
<b>Benefits</b>	Enrolled in health, dental, life and disability benefits from day one; Mandatory OMERS pension enrollment from day one.
<b>Hours of Work</b>	35 hours per week (some evening and weekend work may be required)
<b>Vacation</b>	3 weeks per year, to be used after first year of employment
<b>Location</b>	Due to the nature of the work, this job is primarily on site with occasional remote work possibilities

## APPLICATION INSTRUCTIONS

Email cover letter and resume to [Careers@The519.org](mailto:Careers@The519.org) no later than 4:00 p.m. on May 6, 2026. Applicants must quote **Job # 26-14** in the cover letter and in the subject line of the email.

**Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.**

*The 519 actively encourages applicants from all equity seeking groups. The 519 embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. We thank all applicants. No agencies please.*

**Accommodation:** *The 519 is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.*