



Job Title: Human Resource Information System Analyst - Canada Summer Jobs

Organization: Scarborough Centre for Healthy Communities (SCHC)

Location: 629 Markham Rd Unit #2, Scarborough ON, M1H 2A4

Hours: 35 hours/week

Wage: \$20.00 per hour

Reporting To: Director – Human Resources and Payroll

Application Deadline: May 22, 2026

Scarborough Centre for Healthy Communities (SCHC) is dedicated to providing accessible, equitable, and transformational health and social service choices for the well-being of Scarborough's diverse communities. We cultivate vital community services by promoting healthy lifestyles while delivering a comprehensive range of culturally competent health and social services programming. Our I2CARE values ensures that we, as a work community, treat all with, inclusivity, innovation, collaboration, accessibility respect and equity.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve.

Position Overview:

SCHC is seeking a motivated and detail-oriented Human Resources (HR) Assistant to join our team for a summer work term through the Canada Summer Jobs program. The HR Assistant will provide key support to the HR department, with a significant emphasis on maintaining and utilizing our HRIS to improve efficiency and accuracy. This is an excellent opportunity for a young person to gain practical HR experience, develop essential HRIS skills, and contribute to a positive and technologically advanced work environment.

Responsibilities:

- Actively participate in the current project to migrate manual, paper-based, and legacy digital employee files into the new online HRIS document management system.
- Assist with data mapping, cleansing, and standardization of historical records to ensure a seamless and accurate transfer of information.
- Oversee the digitization process for all manual files, ensuring documents are accurately scanned, indexed, and categorized (e.g., I-9, offer letters, performance reviews) for secure storage and easy retrieval.
- Execute testing and verification procedures to confirm the completeness and accuracy of migrated data against original records.



- Create, generate, and distribute standard and ad-hoc HR reports (e.g., headcount, turnover, compensation analysis, benefits eligibility) for HR leadership and department managers.
- Assist in interpreting data to identify trends, support HR initiatives, and ensure equitable and accurate workforce planning.
- Collaborate with the HR team to identify and implement opportunities to streamline and automate HR processes (e.g., onboarding, status changes) by fully utilizing HRIS functionalities.
- Accurately and timely enter, update, and audit all employee data (new hires, terminations, job changes, compensation, benefits, etc.) within the HRIS.
- Ensure all data management practices and record-keeping comply with federal, state, and local legal requirements (e.g., retention periods) and internal company policies.

Qualifications:

- High school diploma or equivalent is required; some post-secondary education in Human Resources, Information Systems, or a related field is a strong asset.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) is required, with strong Excel skills.
- Strong organizational and time-management skills.
- Excellent communication and interpersonal skills.
- Ability to handle sensitive and confidential information with discretion and professionalism.
- Ability to work independently and as part of a team.
- Attention to detail and accuracy, with a focus on data integrity.
- Strong work ethic and a positive attitude.
- Technical aptitude and ability to learn new software quickly.

As this role is being funded by the Canada Summer Jobs program, the following are eligibility requirements:

- You are between 15 and 30 years of age at the start of the employment
- You are a Canadian citizen or permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act (foreign students are not eligible)
- You are legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations
- You have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations



To Apply:

Please submit your resume and cover letter to recruitment@schcontario.ca by the application deadline. In your cover letter, please clearly indicate how you meet the eligibility requirements for the Canada Summer Jobs program and highlight any experience or skills related to HRIS.

This is an Existing Vacancy.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act, 2005, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

www.schcontario.ca.

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