



Variety Village

Title:	Human Resources Assistant
Reports to:	Director, Human Resources & Payroll
Status:	Internship/Placement
Hours:	3-4 days per week (up to 30 hours, flexible)
Location:	Variety Village, Scarborough, ON
Compensation:	Unpaid

Who we are:

Located in southwestern Scarborough, Variety Village is an inclusive, adaptive and family-friendly facility serving more than 30,000 individuals each year. With approximately one-half of its members with a disability, Variety Village has had, and continues to have, a profound impact on the lives of adults and children with disabilities and their families. Variety is seeking an enthusiastic, goal-driven individual to join the team responsible for ensuring a positive and safe experience for our members.

Summary:

We are seeking a diligent and detail-oriented HR Assistant to join our team. The HR Assistant will provide administrative support to the Human Resources department, assisting with various tasks including recruitment, employee onboarding, maintaining employee records, and working on various projects. The ideal candidate will have strong organizational skills, excellent communication abilities, and a passion for HR functions.

What you'll gain:

- Hands-on experience across multiple HR functions (recruitment, onboarding, compliance, HR systems)
- Direct mentorship from experienced HR professionals
- Exposure to HR practices within a non-profit organization
- Opportunities to contribute to meaningful projects and process improvements
- Networking opportunities within the HR and non-profit sector
- Free access to our facility (gym, pool, track)
- A collaborative, community-focused workplace culture
- The chance to build your resume with relevant, hands-on HR experience that will support future career opportunities

Responsibilities include, but are not limited to:

- Assisting with the recruitment process reviewing resumes, scheduling interviews, conducting initial screenings and conduct police background and reference checks;
- Assisting with the new hire onboarding process;
- Conducting regular audits of accurate and up-to-date human resources files, records, and documentation in compliance with company policies and regulations;
- Maintaining the integrity and confidentiality of human resources files and records;
- Providing administrative support to the HR team, including filing, data entry, and preparing reports;
- Digitizing the HR filing system such as scanning and saving files that can be stored, accessed, and shared electronically;
- Updating the HR database system.
- Perform other duties and special projects as assigned by HR management, including supporting volunteer coordination and related initiatives.
- Other tasks may be assigned.

Qualifications:

- Completion or currently enrolled in a post-secondary education in Human Resources Management program.
- Ability to maintain confidentiality of sensitive information.
- Strong organizational skills, including the ability to keep accurate records and ensure compliance with HR regulations.
- Advanced technical skills and proficiency in Microsoft Office (Word, Excel, Outlook) and HRIS system.
- Strong communications skills both written and verbal.
- Excellent organization, time management, and attention to detail.
- Superior work ethic, professionalism, resourcefulness, dependability, reliability, and diplomacy.

To apply, kindly submit your resume along with a cover letter, and a copy of your qualifications to the email address below. Applicants should be prepared to participate in a multi-step interview process. The successful applicant will be required to complete a criminal record check.

HumanResources@varietyontario.ca

Key Details:

Location: 3701 Danforth Avenue, Scarborough, ON M1N 2G2. This is a fully on-site position. The successful candidate is required to work from the Variety office during regular business hours.

Deadline: Submission of cover letter and resume are due no later than May 1st, 2026.

Vacancy: This is a position to be filled.

AI Disclosure: Variety does not use artificial intelligence or automated tools to screen, assess, or make hiring decisions. All applications are reviewed by our hiring team.

Variety is committed to building an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from those who are passionate about contributing to a workplace culture where everyone feels valued and included. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and anyone who can add to the diversity of our team. We offer accommodations to applicants with disabilities throughout our hiring process, upon request. More information about Variety is available at www.varietyontario.ca

We thank all candidates for their submission. Only shortlisted candidates will be contacted with further details regarding the next stage(s) in the interview process, which will include in-person interviews and a practical component.