

**Human Resources Assistant  
Full Time Permanent**

**Abiona Centre (“the Centre”)** is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and two Early Learning Centres. All the programs and services are open to families, young women and their children living in the broader community.

The Human Resources Assistant at the Centre is a confidential position that is excluded from the bargaining unit. As a member of the People and Culture team, the HR Assistant will assist with recruitment, employee relations, benefits administration and maintaining personnel records. The HR Assistant will be responsible for providing effective and efficient administrative support to ensure smooth daily HR operations and contribute to fostering a positive workplace culture aligned with the Centre’s mission and values.

**Term:** Full time Permanent

**Department:** People and Culture

**Reports to:** Manager, People and Culture

**Qualification:**

- Post Secondary Diploma in human resources or a related discipline.
- Minimum 3 years’ experience in human resources administration, and familiarity with all aspects of the employee life cycle, preferably in a unionized setting.
- Demonstrated knowledge of employment legislation including employment standards, occupational health and safety, labour relations, human rights, etc.
- Advanced computer skills and proficiency with MS Office Suite (Word, Excel and PowerPoint); experience in applicant tracking system, HRIS or related software an asset.
- Strong organizational skills and attention to detail.
- Good communication and interpersonal skills.
- Strong problem-solving abilities and the ability to multitask in a fast-paced environment.
- Tact and professionalism in handling confidential information and addressing employee concerns.
- High level of integrity, confidentiality, and accountability.
- Strong work ethic and positive team attitude.

**Working Condition:**

- Manual dexterity to use desktop computer and peripherals
- Intermittent physical activity, including walking standing, sitting and lifting
- Ability to lift items as heavy as 10 lb.

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- Flexibility to work overtime as required

**Closing Date: October 14, 2025; 5:00 p.m.**

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005*, and the *Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Centre encourages applications from persons who represent the diverse populations we serve.

**Qualified applicants should send their cover letter and resume by the closing date to:**

**Human Resources  
Abiona Centre  
1102 Broadview Avenue  
Toronto, ON M4K 2S5  
Fax: 416-425-4056**

**OR**

**Email: [hr@abionacentre.ca](mailto:hr@abionacentre.ca) (please quote "HRA" in the subject line)**

*We thank all applicants, however, only those we select for interview will be contacted.*

**Date of posting: September 30, 2025**