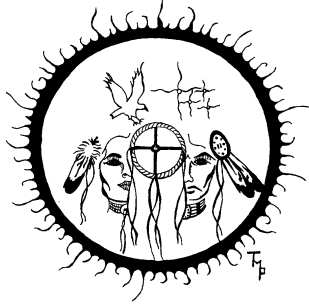




2-SPIRITED PEOPLE OF THE 1st NATIONS

FULL TIME CONTRACT EMPLOYMENT OPPORTUNITY

2-Spirited People of the 1st Nations provides prevention, education and support for Two-spirit, including First Nations, Métis and Inuit living with or at risk for HIV and related co-infections in the Greater Toronto Area. We base our work on Indigenous philosophies of wholistic health and wellness. Our future shows a strong, healthy and independent Two-spirit community in Toronto where HIV infections are rare and Two-spirit people live with pride in their Indigenous heritage.

Human Resource Assistant

Position: Human Resource Assistant

Status: Full-time

Hours: 35 hours/week

Salary: \$61,199 Annually, Benefits Included

Date Posted: August 24, 2026

Closing Date: September 7, 2026

Positions Available: 1

Position Description:

In this role, reporting to the Human Resource Manager, you will be responsible in supporting the Human Resource (HR) department by managing employee records, assisting with recruitment, coordinating onboarding and training, answering employee inquiries, maintaining benefits information and performing administrative tasks to ensure smooth operations within the organization, all while upholding confidentiality of employee data; you will act as a liaison between employees and management to facilitate communication and resolve issues.

Essential Duties and Responsibilities

- Embody anti-racist, anti-oppressive, equity-seeking practice in all aspects of work, including with participants, community members, committee members, 2-Spirits staff, stakeholders, networks, and others.
- The position requires respect for, and expertise working with people who face barriers to housing, and/or who experience one or many of the following: mental and physical health challenges, substance use, trauma, social isolation, immigration, unemployment /underemployment and history with the criminal justice system.

- Assist in the recruitment process, including posting job ads on social media outlets, screening resumes, and scheduling interviews.
- Maintain accurate and up-to-date employee records, including personal information and ensuring all required training is complete.
- Support new employee onboarding and offboarding and ensuring the completion of appropriate paperwork and timely entry into our database.
- Respond to employee inquiries regarding policies, procedures, and benefits.
- Attend and help organize 2-Spirit events, training sessions, and employee engagement activities.
- Ensure compliance with labor laws and 2-Spirits policies by maintaining and updating HR documentation.
- Manage and update HR databases and systems.
- Willing to work at multiple locations within the organization.
- Provide administrative support to the HR team, including scheduling meetings, preparing reports, and managing correspondence.
- Other duties as required.

Qualifications:

- Must have extensive experience working with Indigenous populations and a broad familiarity with Indigenous cultural and community perspectives across Ontario.
- Must have proven demonstration of understanding the range of issues facing indigenous people in Ontario.
- A post-secondary education in Human Resources or related lived experience is an asset.
- Ability to take initiative, adapt and prioritize effectively a changing work environment is essential to success in this role.
- Demonstrate experience in supporting a variety of HR initiative, recruitment and retention programs.
- Strong organizational and time-management skills.
- Excellent communication and interpersonal abilities.
- Proven track record in building strong relationships, fostering trust and promoting collaboration with all levels.
- Experience working in harm reduction, crisis response and community/non-profit setting is an asset.
- Proficiency in Microsoft Office Suite and Zoom.
- Knowledge of employment legislation and HR best practices.
- Must be fluent in English: fluency in an Indigenous language and/or French language is an asset.
- Attention to detail and a high level of confidentiality.

To be considered for this position, you must be passionate about the work we do, and share our organizational values. 2-Spirited People of the 1st Nations honors the lived experiences of Indigenous people and will take lived experience in consideration when determining the level of individual qualification. Please submit your resume and cover letter saved in the following format: **firstname.lastname (ie. John.Smith) to Human Resources at hr@2spirits.org with ATTN: Human Resource Assistant** in the subject line of your email by the closing date.

2-Spirited People of the 1st Nations is an equal opportunity employer, **Indigenous people including First Nations, Metis and Inuit, Two-Spirit people, Trans Folks and/or a person living with HIV or AIDS are encouraged to apply.** If you are contacted for an interview and require accommodation appropriate

arrangements will be made to assist you through this process. We thank all applicants in advance for their interest; however, only those selected for an interview will be contacted.

Closing Date: September 7, 2026

Request for accommodations will be supported throughout the recruitment process. No telephone inquiries, only candidates chosen for an interview will be contacted.