

Organized, Strategic & Thoughtful

HR Administrator

Position	22.5 hrs/week, hourly
Reporting	This position reports to the Managing Director
Compensation	\$22.50/hr & Benefits

Introduction

You'll be joining one of the best, most innovative, boundary-pushing agencies in Canada. Grassriots is a full-service digital agency, supporting high-profile national and international non-profits, charities and social enterprises. At Grassriots your work will have measurable social impact with global reach and influence.

Grassriots is introducing new positions to support our team and the great work we do. We are currently searching for a Human Resources Administrator to join our team and kick start our internal human resources.

What's it like working at Grassriots?

Our People: We're a dedicated group of folks who are actively helping to make the world better every day and achieve progressive change by working with charities and nonprofits. We come from fundraising, advertising industry, other charities, CRMs, and that vast and random place we call 'digital marketing'.

HR Administrator

Our Passion: We care about a positive and healthy work culture. We help each other out, build each other up, and see collaboration as important as the air we breathe. Some of our clients include Amnesty International, Doctors without Borders, Oxfam, CNIB, Pathways to Education, and Humane Society International.

Our Values: We only work with organizations who are doing work we believe in. Work that's changing hearts and minds, changing legislation and policies, and sometimes even changing the game. Issues we work with clients on include but aren't limited to food security, human rights, environmental issues and climate change, international disaster and relief, and animal rights issues.

What's the work about?

Not to brag, but it's pretty incredible work. You'll get to work with charities and nonprofits, on campaigns and projects that range from fundraising and growth to engagement and behaviour change, and are often some kind of combination.

Reporting to the Managing Director, the HR Administrator will partner with our entire team, ensuring that they have the tools they need to support our great clients. Grassriots is a people-first organization, so we prioritize a just and equitable environment where all voices should be elevated and heard. As the HR Administrator, your role will include ensuring Grassriots and our management is accountable to our team at all levels, and that our employees needs are met.

Grassriots is an equal opportunity employer and all applicants will be considered. Folks who come from underrepresented or marginalized backgrounds are strongly encouraged to apply. We are committed to a diverse and inclusive workplace where we learn and work together to change the world. Our staff has racial, cultural, ethno-cultural, social class, sexual orientation, gender, and language diversity, and we are looking for more. We're a better team because of it.

The role of Human Resources Administrator

Talent

- Recruiting: write and post new job postings, screen candidates, make recommendations to the hiring team and offer support and feedback to creating more accessible hiring and recruiting processes
- Talent and professional development: support Grassriots in building a talent pipeline and support staff in their own personal professional development goals
- Retention tracking, reporting and improvement: pull retention and turnover reports bi-annually, offer proposals to management to improve staff retention, implement new retention strategies

Internal Organizational Support

- Renovations: support the Managing Director in office renovation coordination and project management as needed
- Office management: ensure technology and all other resources in office are always stocked, in-office schedules are tracked and meet the Return to Office Policy requirements
- Organizational Chart: partner with the Creative team to update and maintain Grassriots organizational charts
- Job descriptions: update job descriptions before submitting to Managing Director for final review and sign off
- Equipment tracking and purchasing: keep updated records of all equipment, manage the Apple Business account, oversee technology purchasing as needed
- Team culture support and development: take lead on team culture and social events that allow the team to continue to build relationships with each other while staying virtual
- HR project management (ie HRIS implementation): partner with the Managing Director to review various HRIS platform and implement a new platform that streamlines many HR functions into one database

HR Administrator

- Onboarding: warmly welcoming all staff with Grassriots Welcome Kits, two week onboarding plans, technology purchasing, shipping and tracking, and platform training (ie Google Suites, time off requests, etc) and other on boarding duties as required
- Offboarding: ensure a smooth transition out of Grassriots by technology return support, exit interviews and coordinating best wishes from the Grassriots team
- Holiday time off tracking: ensure current time off tracking is maintained and updated regularly and all information is provided to payroll
- Policy: reviewing, editing and updating policy
- AODA: ensuring Grassriots is up to date on the provincial accessibility act, including reporting areas of improvement and suggestions to the Managing Director

Human skills:

- Our team members thrive in a deeply collaborative environment. We're low-ego, we have integrity and respect for others and adaptability regarding positions, decisions, recommendations, and directions. We're motivated, we're problem solvers, and we're empathetic while doing it. Lastly, we try to have an inclusive lens in our relationships with each other and with our clients.

Vocational skills:

While we're not looking for expertise in every category, we're looking for individuals who have directed their passion and developed their talents in the following ways:

- Inspired: You're passionate about approaching your work with a people-first lens and pushing back on traditional HR practices.
- Committed: You care about our clients, their causes, your colleagues, and Grassriots' mission to change the world.
- Curious: Despite your expertise, you know asking questions is the best way to learn and that learning is never done.
- Open: You're passionate about your ideas but you understand that the best ideas come out of collaboration and openness to generative critique. You see feedback as iterative and about building each other up to put Grassriots' best out there.

Your Experience and Expertise:

- You know what it means to prioritize a people-first, management as a service and/or anti-oppressive approach to business structure and you see how you can continue this work in human resources
- You are familiar with the Ontario Employment Standard Act and AODA and can quickly find, understand, or reference parts of both acts when needed
- You have used HR or administrative databases and can quickly learn how to navigate new database interfaces and pull and understand reports
- You have been a part of recruiting processes as a Recruiter, Interviewer, Coordinator, Job Poster, Hiring Manager or any other stage of recruiting that gives insight to the employer side of the recruiting process
- You have an understanding of human resources, office administration and/or recruiting best practices

At Grassriots, we believe that education and work experience are two traditional employment qualifiers that create more barriers for marginalized folks to access employment. We believe that abilities and experience looks different for every single candidate and we welcome and encourage candidates to apply if your experience looks different than traditional work experience.

Benefits and perks:

- Love that down time? Well, we do too! We love it so much that we offer 6% vacation time to start PLUS paid time off between December 25 and New Years and 4 paid employee appreciation days off!
- We believe in universal healthcare, but since our government doesn't, we provide full health and dental coverage to our entire team.
- Work from Home during COVID and beyond! While we have a fantastic office full of dogs, snacks, record players and "Quiet Zones" for all types of focusers, our team is not required to work in-office during or after COVID. Prefer an office environment? Our office is located in Toronto East (Carlaw/Dundas) for folks who would like to access it.

HR Administrator

Application:

Do you want to be Grassriot's next HR Administrator? **We want to get to know you!**

Instead of sending us a cover letter, **please answer the following questions and send your responses and your resume to careers@grassriots.com by November 1 at 9am**. Please note the role you are applying for in the subject line.

Application Questions:

1. What name and pronouns would you like us to use when we refer to you? (If you prefer not to say, we will use the name on your resume and they/them/theirs)
2. Please tell us about your experience and familiarity with Human Resources. (150 - 300 words)
3. Please tell us how you have stayed organized and communicated with your team while managing a number of tasks. (up to 500 words)
4. Are you able and comfortable coming to the office to receive or send packages and do regular office maintenance?
5. Do you require any accessibility accommodations during the recruiting process for this role?

Benefits

Summer Long-Weekends

In addition, you may take advantage of our Summer Long-Weekend policy, adding a day to each civic holiday weekend.

Progressive Values

We offer the opportunity to wake up every day knowing the work you do is helping make the world a better place.

Equal Opportunity

Grassriots is an equity-seeking organization. People who identify as being from marginalized communities, including women, Indigenous peoples, racialized people, people with disabilities, people identifying as LGBTQ2, and people from low income backgrounds are especially encouraged to apply.

The Best Clients

We work with some of the world's greatest clients: Doctors Without Borders, Amnesty International Canada, Environmental Defence Canada, Unicef, Ecojustice, Cystic Fibrosis Canada, Campaign for Tobacco-Free Kids, Nature Conservancy Canada, and more.