

Human Resources Coordinator

Are you passionate about education? Join a team that leverages technology to transform how students learn new languages and explore their interests in STEAM. There's no better place to make a meaningful impact—be part of U+ today!

About U+:

U+ is a global, innovation-driven educational technology company dedicated to the long-term success of our students. We offer students worldwide an interactive, language immersion experience. Beyond language programs, U+ has expanded its offerings to include STEAM programs, which encompass coding and various camp programs, and public speaking programs. With this expansion, we are eager to collaborate with talents from various disciplines to foster growth and development within U+.

About this opportunity:

As a Human Resources Coordinator at U+, you will support key HR functions including recruitment, onboarding, employee relations, training, and compliance. Acting as a liaison between staff and leadership, you will help cultivate a workplace culture built on communication, trust, and employee engagement. Your role will contribute directly to the effectiveness and professionalism of the HR department.

Key responsibilities are as follows:

- Assist with recruitment efforts by drafting job postings, screening resumes, and participating in interviews.
- Represent U+ at job fairs and recruitment events to promote the organization to prospective candidates.
- Coordinate onboarding and orientation programs to ensure new hires have a smooth and welcoming experience.
- Serve as the first point of contact for HR inquiries, providing guidance on policies, procedures, and general HR concerns.
- Support employee relations by helping address concerns, encouraging open communication, and maintaining positive working relationships.
- Assist in organizing employee training sessions, professional development workshops, and performance evaluations.

- Ensure mandatory training, certifications, and compliance documentation are completed accurately and on time.
- Support the maintenance and updating of HR policies, procedures, and employee records.
- Assist with workplace health and safety initiatives and ensure compliance with legislation and internal standards.
- Prepare HR-related reports, documentation, and communications as needed.
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area.

Requirements:

- Strong interest in human resources, employee engagement, and organizational development.
- Excellent communication and interpersonal skills with a professional and approachable demeanor.
- Strong organizational skills and the ability to manage multiple tasks and deadlines.
- Proficiency with Google Workspace or Microsoft Office.
- Attention to detail and strong problem-solving abilities.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Availability to work full-time schedules, including occasional events or peak periods as required.
- A valid Standard First Aid with CPR-C certification and a clear Vulnerable Sector Check are required prior to start date (not reimbursed).
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Experience in HR coordination, recruitment, or administrative roles.
- Knowledge of HR practices, employment legislation, and workplace procedures.
- Experience organizing training sessions or employee programs.
- Certification or coursework related to human resources (e.g., CHRP courses) is an advantage.
- Experience working in fast-paced environments that require adaptability and strong communication.
- Fluency in multiple languages (reading, writing, speaking, and listening).
- Access to a vehicle and a valid Ontario driver's license.

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.