

ENAGB Indigenous Youth Agency

Eshkiniigjik Naandwechigegamig, Aabiish Gaa Binjibaaying, A Place for Healing Our Youth, Where Did We Come From

Human Resources Assistant (Contract)

Toronto, ON

About Us

The “Eshkiniigjik Naandwechigegamig - A Place for Healing Our Youth” – “Aabiish Gaa Binjibaaying – Where Did We Come From?” is an Indigenous Youth Agency dedicated to providing programming and services to support Indigenous youth in North America. Our mission is to help them become responsible, participating citizens while leading their Indigenous communities.

Our Vision

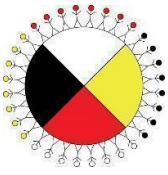
At ENAGB, we are committed to empower Indigenous youth to become leaders in their communities. We believe in providing a supportive environment where youth can heal, grow, and lead their communities with strength, pride, and cultural integrity.

HR Assistant will work under the supervision of Human Resources Manager and perform the following **job duties**:

- Support recruitment activities, including drafting job postings, screening applications, and coordinating interviews
- Assist with onboarding, orientation, and offboarding processes
- Provide support with bi-weekly payroll, benefits administration, and attendance tracking.
- Ensure HR documentation and processes comply with company policies and applicable labor legislation
- Serve as a first point of contact for employee inquiries, resolving minor issues and escalating as needed
- Handle confidential employee and organizational information with discretion and professionalism
- Provide general administrative support to HR operations and initiatives
- Assist in ensuring ongoing compliance with labor laws and internal policies
- Issue ROE in a timely manner and maintaining payroll records for all employees
- Perform other ad-hoc duties as assigned

Qualifications

- Bachelor’s degree in Human Resources or a related field or equivalent work experience
- Experience with HRIS and payroll systems is a requirement
- Minimum 1 year of payroll experience, including completion of at least one full payroll cycle.



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- Strong understanding of employment standards, statutory calculations, and payroll remittances
- Applicants must be able to independently process payroll; this role is not designed for payroll training or development
- Strong organizational and communication skills, with a proactive and self-driven approach
- Ability to work both independently and collaboratively within a team environment
- Positive, enthusiastic attitude with a team-oriented mindset
- Must successfully complete a Vulnerable Sector Screening (VSC)

Employment Details

Salary: \$25/hr

Hours: 37.5 Hours

Position Type: Full-time, Contract

Location: Toronto, ON

Contract Duration: 6 Months (with the possibility of extension)

Benefits

- Paid Sick Days
- Paid Cultural Days
- Paid Personal Days
- Medical and Life Insurance
- Ongoing professional development activities to support your growth and learning

Application Process

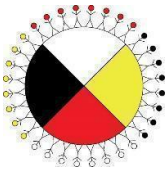
Please submit your **cover letter** and **resume** via email to: Jobs@enagb-iyaa.ca with the subject line as **Human Resources Assistant**

Deadline: April 14, 2026 at 05:00 PM

Applications without a cover letter will not be considered.

ENAGB does not use artificial intelligence to screen, assess or select applicants for this position.

This vacancy is for a new position.



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We are committed to fostering an inclusive and accessible workplace for all applicants. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.