



Job Title: Summer Student HR Support

Location: 509 Selkirk Ave

Job Type: Summer Student Opportunity

Department: Human Resources

Reporting to: HR Manager

Duration: 8 Weeks Full time

About North End Community Renewal Corporation (NECRC):

The North End Community Renewal Corporation is a cornerstone organization committed to the social, economic, and cultural renewal of Winnipeg's North End. Founded in 1998, NECRC's mission is to promote and guide the renewal of our community in a manner that respects and improves the quality of life for North End residents. Through partnerships, leadership, and direct action, we strive to create a vibrant, healthy, and safe North End that is empowered and connected. Our initiatives span affordable housing, employment, education, youth and family support, and community engagement projects designed to foster a thriving community.

Position Overview:

We are seeking a detail-oriented and motivated summer student to provide clerical support to our HR Manager. This office-based position offers excellent exposure to various aspects of human resources functions while developing valuable administrative and data management skills.

Responsibilities:

Administrative Support

- Perform accurate data entry for HR systems and databases
- Assist with filing and organizing personnel records and documentation
- Support the HR Manager with various clerical tasks and projects
- Maintain confidentiality of sensitive employee information
- Prepare and distribute HR-related correspondence and materials

Learning Opportunities

- Gain exposure to recruitment and hiring processes
- Observe and assist with employee onboarding procedures
- Learn about benefits administration and employee relations
- Participate in various HR projects to gain comprehensive department experience

Ideal Candidate

- Ages 15-30 years old
- Currently enrolled student or recent graduate seeking summer employment
- Strong attention to detail and accuracy in data entry
- Excellent organizational and time management skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Professional communication skills, both written and verbal
- Ability to handle confidential information with discretion
- Interest in learning about human resources practices
- Reliable and able to work independently in an office environment

What We Offer

- Comprehensive introduction to HR functions and practices
- Professional office work experience
- Opportunity to develop transferable administrative skills
- Full-time summer employment (8 weeks)
- Mentorship and guidance from an experienced HR Manager in a supportive and collaborative working environment

Please email your resume and a cover letter explaining why you are the ideal candidate for this role to Talia Syrie at HR@necrc.org DO NOT APPLY ON THE INDEED SITE. A cover letter **written in your own words** is important for us to understand your unique qualifications. The position will remain open until filled, and we thank all applicants for their interest. Only those selected for further consideration will be contacted.