



JOB POSTING – Summer Internship - People & Culture Intern – Recruitment (Human Resources)

Organization:	Right To Play International
Department/Division:	People & Culture
Work location:	Toronto, Ontario
Work arrangement:	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
Authorized to work in:	Canada (Eligible to work legally without requiring sponsorship)
Target Hiring Range:	\$15 per hour
Target Start Date:	June 6, 2022 or sooner
Contract Duration:	8 weeks
Closing Date:	May 17, 2022

This internship is funded by the Government of Canada - [Canada Summer Jobs Program 2022](#).

Eligibility - Youth do not need to be students to be eligible for the program. In order to be eligible, youth must meet the following criteria:

- must be between 15 and 30 years old at the start of employment,
- is a Canadian Citizen, Permanent Resident, or a person on whom Refugee Protection has been conferred under the Immigration and Refugee Protection Act,
- is legally entitled to work according to provincial legislation and regulations.

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).



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Mailing Address: PO Box 108, Toronto Adelaide Retail, Toronto, ON M5C 2H8
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Website: righttoplay.com

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:

Right To Play's People & Culture Team supports over 500 employees across our 23 locations (including Canada). We seek to hire a visible minority youth with an interest in Human Resources and the not-for-profit sector.

The People & Culture Summer Intern will collaborate with our Headquarter People and Culture team, located in Toronto, Canada and London, UK, to support the implementation and management of a variety of people processes including Recruitment, Onboarding, and Offboarding. The intern will report to the Global Talent Acquisition Specialist and will interact directly with managers as they support various P&C processes.

The People and Culture intern's work will contribute to ensuring the People and Culture processes and initiatives are rolled out in a consistent manner across all our locations, and employees and managers are well supported with the appropriate communications and tools.

PRIMARY RESPONSIBILITIES:

- Support the creation of job postings based on job descriptions adhering to Right To Play formats
- Post jobs to Right To Play website and others job sites as required
- Conduct research to support sourcing strategies based on role requirements
- Utilize Applicant Tracking System to support recruitment process
- Coordinate and conduct professional reference checking process
- Coordinate the collection of recruitment data from Right To Play's multiple global locations
- Support the candidate offer process, including the collection of required documents
- Support new hire onboarding and offboarding processes





MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- Working towards completion OR completion of post-secondary education with a degree or diploma in human resources, business administration, or related fields.

EXPERIENCE:

- Experience collaborating across a team to manage deliverables and ensure deadlines are met on time.
- Experience supporting the planning and coordination of meetings, experience with maintaining tracking documents/spreadsheets, and other project management tools.
- Experience working with individuals from diverse backgrounds, experiences, etc.

COMPETENCIES/PERSONAL ATTRIBUTES:

- Able to manage competing priorities and deliver tasks and projects on spec and on time.
- Comfortable in a fast-paced environment and meeting tight deadlines.
- Highly detail-oriented, with strong organizational skills.
- Eager to learn new skills and seeks out knowledge.
- Demonstrated ability to work within a team while being adaptable and flexible.
- Excellent interpersonal relationship skills and collaborative, supportive mindset.
- A confident oral and written communicator.

KNOWLEDGE/SKILLS:

- Excellent writing, editing, and proofreading skills.
- Familiarity with Office 365.
- Excellent time management and organizational skills.
- Familiarity with Human Resources processes and procedures would be an asset.

WHO YOU ARE:

You are highly driven, results-oriented, and collaborative with an interest in Human Resources and the not-for-profit sector. You have a passion for learning new skills and are a self-starter.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a Great Place to Work® Canada Certified and globally



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recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**).

HOW TO APPLY:

If you are interested in applying for this position, please email your resume and cover letter to careers@righttoplay.com and include the job title in the subject line.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

ACCOMMODATION:

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

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