

Human Resources Officer

END POVERTY NOW – VOLUNTEER POSITION



About End Poverty Now

End Poverty Now (EPN) is a Canadian non-profit organization dedicated to the alleviation of poverty on both local and international levels by finding, funding, and raising awareness of self-sustaining grassroots projects created by community members with firsthand experience of poverty. Please see www.endpovertynow.ca for more information.

Position Overview

The Human Resources Officer is responsible for recruiting new members, while ensuring high morale and smooth communication within the organization. They also act as the internal contact person for any member relations concerns, and will therefore be working with all EPN staff. This is a volunteer position offering excellent experience in the non-profit sector.

Location – Montreal, Quebec, **or** Online

Work Type – Non-profit, Part-Time, Volunteer

Start Date – Immediately

Hours – Approximately 5-8 hours/week (with emphasis on quality of work as opposed to set hours)

Duties & Responsibilities

- Write, post, and monitor position descriptions on various recruitment websites
- Manage incoming applications, respond to applicants, and schedule interviews
- Conduct short exit interviews with members leaving the organization
- Send quarterly newsletters offering advice and assistance to staff
- Conduct bi-annual short interviews and/or surveys to review internal communications and member relations
- Help develop HR planning strategies
- Attend bi-monthly staff meetings online or in person (1-2 hours in duration)

Preferred Qualifications

- Bachelor's degree or working towards a Bachelor's degree, preferably in Human Resources, Business, or Psychology
- Excellent organizational and time-management skills
- Strong interest in poverty alleviation and social justice issues
- Written and spoken French is a strong asset

- Basic proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Experience in the non-profit sector is an asset

Application Information

Please send your C.V./Resume and a short cover letter to: apply@endpovertynow.ca. Interviews will be conducted with qualified applicants, either online, over the phone, or in person.

Also visit: www.endpovertynow.ca | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Instagram](#)