



DNSSAB IS HIRING!

Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

BULLETIN NO.: D2025-27

SALARY: \$18.00 / hour

POSITION: Human Resources

LOCATION: North Bay, ON

Administrative Clerk (Student)

DURATION: Full-Time Temporary (8 weeks)

Do you aspire to have a fulfilling position in the human services delivery environment and to make a difference in the lives of the people in our community? The District of Nipissing Social Services Administration Board (DNSSAB) prides itself on putting people first. Here at the DNSSAB, we strive towards a future of healthy, sustainable communities within our region. To achieve this, we are looking for a talented Human Resources (HR) Student to add to our exceptional Human Resources team for the summer through the Canada Summer Jobs (CSJ) Program.

The HR Student is responsible for performing confidential administrative functions within the HR department. The position will work closely with the Human Resources team to ensure continuous delivery and improvements of the HR functions

Qualifications:

- Current enrolment or graduation from post-secondary diploma or degree in Human Resources, Business Administration or related discipline;
- Previous experience in HR administration considered an asset;
- Working knowledge of MS SharePoint, and Office suite of programs is required;
- Excellent interpersonal and organizational including excellent oral and written communication skills;
- Ability to maintain confidentiality;
- Ability to manage daily workload, set priorities and meet required deadlines while managing with competing demands;
- Ability to work both independently and co-operatively as member of a team;
- A self-starter, with ability to work with all levels of the organization;
- Ability to multitask and prioritize workload in a fast-paced environment;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Flexibility of hours and location of work may be required.

Contract Employees Enjoy:

Wellness Activities
Annual Staff
Development Day
Long-Service &
Retirement Recognition
A Psychologically Safe
Workspace
The Right to Disconnect
Commitment to Diversity
& Inclusion

Applications for the above position will be accepted **by email** at jobs@dnssab.ca up to **4:30pm, Friday, May 2nd, 2025**.

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.

****International students are not eligible participants. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.**

International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.