

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

**HYBRID - HUMAN RESOURCES SUMMER STUDENT**  
(April 28 to August 29, 2025)

<b>JOB ID:</b> C13-25	<b>LOCATION:</b> Remote, <a href="#">30 Centre St., Orangeville</a> & <a href="#">Dufferin Oaks Long Term Care Home</a>
<b>JOB TYPE:</b> Temporary Full Time (Non-Union)	<b>DEADLINE TO APPLY:</b> 4:30 p.m. on January 22, 2025

Reporting to the Human Resources Manager, the Human Resources Summer Student will support the People and Equity department, which is comprised of Human Resources, Health and Safety, Diversity, Equity and Inclusion, Learning and Organizational Development, and Labour Relations, with various tasks and responsibilities.

**What we can offer YOU!**

- A competitive hourly wage of \$22.70 (Subject to Council approval)
- Eligible to enroll in OMERS pension plan
- Access to an Employee and Family Assistance Program
- Access to Perkopolis; discount, reward and benefits program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- Work in a collaborative, dynamic, and high performing team
- Leaders who support your development through coaching and learning opportunities.

**What you'll do**

- Support full cycle recruitment activities
- Attend Multisite Joint Health and Safety meetings and assist with site inspections
- Update employee training records
- Assist with records retention
- Attend departmental meetings & training as required
- Support employee engagement initiatives and events
- Assist with special projects as assigned
- Other duties as assigned

**What you'll bring**

- Enrollment in a Human Resources program at an accredited college or university
- Experience in data entry and records management
- Previous office administrative and customer service experience required
- A valid Ontario "G" driver's license as travel throughout the County may be required
- Good interpersonal skills with the ability to communicate effectively; both oral and written
- Advanced computer skills in Microsoft Word, Excel and Outlook
- Self-motivated with the ability to function independently and as part of a team
- Availability to work 35 hours per week with a typical work week being Monday through Friday

This is a student position funded by Canada Summer Jobs program. To be considered for this position, all applicants must meet the following program eligibility criteria as required by Canada Summer Jobs.

- Be between 15 and 30 years of age at the beginning of the employment period
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment

- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

### **Ready to apply?**

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

