



Last Updated: January 2023

Job Title

Human Resources Intern - People and Culture

Impact Statement

The People and Culture (P&C) intern supports a people focused team, working to support employees across departments, in two offices and remotely across Canada, and across various functions and disciplines, primarily with administration in relation to full cycle recruitment, ensuring an inclusive, positive, and supportive candidate experience, and contributing to a work atmosphere that allows all employees to bring their best self to work.

Key Responsibilities

- Support the day-to-day functioning of the P&C team by providing administrative, logistical, reporting, and communications assistance, particularly to Talent Acquisition
- Support programmatic areas that drive employee engagement, development, and retention, notably: Onboarding, Performance Empowerment, Learning and Development, Rewards and Recognition, and Culture and Engagement.

Job-Specific Competencies

- Adept in technology, communications, reporting, and presentations
- Organizational proficiency including scheduling, prioritization, time management, resourcefulness and initiative, detail orientation, and efficiency

Core Competencies

- **Commitment to MSF's Principles;** Proficiency Level 2: Demonstrates awareness and respect for MSF's values and the willingness to direct interest and behaviour toward fulfilling the social mission of MSF.
- **Service Orientation;** Proficiency Level 3: Understand and address the needs of individuals, inquiries from the public, and other impacted individuals.
- **Results and Quality Orientation;** Proficiency Level 1: Demonstrates drive and tenacity to achieve defined objectives and to implement efficient solutions within a set timeframe, with given resources and in accordance with established procedures and models; the will to constantly seek improvement in the performance of their own tasks and actions.
- **Teamwork and Cooperation;** Proficiency Level 1: Collaborative orientation, sharing and cooperating with others, to work together towards a common goal.
- **Cross-cultural Awareness;** Proficiency Level 2: Capacity to acknowledge, respect and integrate cultural differences in a way that facilitates the achievement of MSF's objectives; recognizes and respects different points of view.

Knowledge and Experience

- Demonstrated experience with Microsoft Office, including advanced proficiency in Excel
- Experience in service-oriented roles with demonstrated interpersonal skills
- Knowledge of talent acquisition and employee engagement practices and principles

- Demonstrated organization skills: able to self-direct workload and flexible to pivot with competing priorities
- Familiarity with Canadian HR practices and legislation

Education, Certifications, and Languages

- Degree from a recognized college or university in a field relevant to the work to be performed or equivalent combination of experience and studies relevant to the work to be performed
- Fluency in English both written and spoken communication is a requirement
- Fluency in French is an asset

Working Conditions

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m.)
- Flexible work hours and hybrid work model: **2 days/week in office**- minimum (3 days/week remote max)
- During COVID-19 restrictions, employees are required to have their own workspace, access to internet, and telephone
- The in-office environment is open concept and workspace is shared with colleagues
- Workstations consist of sit/stand desks, anti-fatigue floor mat, swivel chair, laptop with dock and double monitor, task lamp, and telephone
- Work requires 8 hours/day in front of a computer/laptop screen

Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we're committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive, and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

Job Information

Position Level: Intern

Department: Human Resources, People and Culture

Position Status: Temporary (6 months)

Activity Rate: 100%, 37.5 hours per week

Location: Toronto or Montreal

Salary Grade: \$15.50 per hour

Status: Must be legally authorized to work in Canada

Benefits: Benefits include flexible work hours, employee assistance program (EAP), vacation days, sick days, and floater days, and a positive and innovative office culture grounded in our core values of humanity, integrity, and results.