



Assistant Director of Human Resources

DESCRIPTION

The Assistant Director of Human Resources is responsible for all recruiting, hiring, and training of Trek for Teens personnel. They will help prepare position descriptions and disseminate hiring materials across various platforms. They will coordinate the interview process for new positions and ensure newly hired personnel receive orientation. Occasionally, they may be asked to lead interviews for the organization. The Assistant Director of Human Resources will also help maintain the Trek for Teens training programs with the support of the executive team, and track personnel training completion. Through this position, the candidate will truly be able to help the greater community while gaining knowledge about youth homelessness and skills in human resources and staff training.

RESPONSIBILITIES

- Attend regular meetings
- Support the Director of human resources director coordinate all aspects of the department Trek for Teens Foundation
- Coordinate and track training of new personnel
- Develop and disseminate hiring materials

QUALIFICATIONS

- Dedication to the cause of youth homelessness
- An interest in human resources and training
- Good organizational skills and strong commitment
- Experience conducting interviews an asset

COMMITMENT

We expect a minimum commitment to this position for 1 year. However, our members often choose to remain in their position beyond their expected commitment, or transition to positions beyond their current role.

APPLY NOW

Send your **resume** and **cover letter** to our Director of Human Resources.

SUBJECT LINE

Application: {{Position Title}} - Firstname Lastname

EMAIL hr@trekforteens.com