Christie Ossington Neighbourhood Centre

Join our team and help us keep every detail on track!

Position: HR Coordinator
Location: 997 Lansdowne Avenue, Toronto, ON M6H 3Z5
Salary: Commensurate with experience and qualifications.
Reports To: Director, Human Resources
Employment Type: Permanent Full-Time, On-Site
Application Deadline: Open until filled

Join our team and help us keep every detail on track.

About Us
Christie Ossington Neighbourhood Centre (CONC) has been part of West Downtown Toronto since 1993. We provide shelter, housing, food access, and community programming for people of all ages and backgrounds. With nearly 300 staff across multiple sites, our HR team plays a key role in supporting the people who make our mission possible.

The Opportunity
We're looking for an **HR Coordinator** to join our growing Human Resources team. In this role, you'll be the anchor who keeps our systems, records, and projects running smoothly. While the HR Director and HR Generalist focus on strategy and engagement, you'll make sure nothing slips through the cracks — from keeping employee files up-to-date to tracking deadlines and ensuring compliance.

If you're the kind of person who *loves checklists, thrives on organization, and feels satisfied when every box is ticked*, this role could be a great fit for you.

What You'll Do

- Keep employee records, documentation, and our HRIS system (ADP) accurate and up-to-date.
- Track important milestones like probationary reviews, anniversaries, and mandatory training.
- Support hiring processes by posting jobs, scheduling interviews, and managing candidate files.
- Coordinate onboarding logistics so every new hire has a smooth start.
- Provide administrative and compliance support for HR projects, audits, and policies.

- Partner with Finance on benefits and payroll documentation.
- Keep our HR team organized by managing checklists, trackers, and project timelines.

What You Bring

- 2–4 years of experience in HR coordination, administration, or operations.
- Strong organizational skills and a love for details.
- Comfort managing sensitive and confidential information.
- Proficiency with HR systems (ADP an asset) and Microsoft/Google tools.
- Great communication skills and a collaborative spirit.
- Experience in a unionized environment is an asset, but not required.

Why Join Us?

At CONC, you'll be part of a mission-driven team that supports some of Toronto's most essential community programs. You'll join a small but mighty HR department where your work makes a direct impact every day. We offer a supportive environment, opportunities for growth, and the chance to shape HR systems as our organization continues to expand.

How to Apply

Please send your resume and cover letter to with the subject line: *HR Coordinator Application* – *apply.admin@conc.ca* Applications will be reviewed on a rolling basis until the position is filled.