Golf Ontario (GO) is a Provincial Sports Organization and the governing body for golf in Ontario. Golf Ontario’s mission is to ‘shape lives by leading, creating and promoting positive golf experiences’. Working together as a team is the culture of Golf Ontario, striving for brilliance in everything that we do. If contributing and making an impact *Towards a Nation Golfing* sounds exciting, we’d like to hear from you!

**ROLE:** **HUMAN RESOURCES & ADMINISTRATION ASSISTANT**

**REPORTS TO:** Manager, DE&I, HR, and Safeguarding.

**STATUS:** Internship – May to September

**SALARY:** $575 / week

**RESPONSIBILITIES:**

This position is intended for college/university students and is responsible for providing support in the areas of Human Resources and Administration. Successful candidates will learn and perform the key administrative support functions within Golf Ontario. The candidate will also learn many soft skills like collaboration, time management, teamwork and communication. Diversity, equity, and inclusion and safeguarding are core values at GO. We are passionate about building and sustaining a safe, inclusive, and welcoming environment for all golf participants. The candidate will also work closely with the Manager, DEI, HR & Safeguarding to assist with administrative tasks, community outreach, and engagement related to our Safeguarding and DEI strategy. Candidates should present a professional and mature attitude in dealing with volunteers and staff and other stakeholders. Reporting to the Manager, DEI, HR & Safeguarding, the successful candidate will be a highly motivated team player, with excellent verbal and written communication skills. The ability to deliver high quality and brilliant customer service while managing multiple projects is essential.

**Duration: May - September, 2022**

**Location: Uxbridge, ON - potential for travel within the province**

**Overall Responsibilities include but are not limited to:**

*Administration*

* Support in an array of functions for GO participants
* Provide support with the planning and coordination of employee events
* Provide support to general inquires (via email and phone) in a timely and professional manner
* Assist Accounts Payable and coordination of company expenses
* Provide administrative support as needed

*DEI& Safeguarding*

* Participate in the advancement of key priorities identified in the DEI and Safeguarding strategic plan
* Assist with research, planning and implementation of DEI & Safeguarding initiatives
* Support document management, including learning resources, files, and support tools
* Assist employee engagement with DEI and Safeguarding initiatives

**Qualifications and Requirements**

* Currently enrolled in a secondary school or degree/diploma program in a related field
* Ability to communicate in a professional, courteous and friendly manner
* Experience in a customer service-oriented role
* Experience with research and report writing
* Proven ability to work to deadlines with a high degree of accuracy
* Excellent time management skills
* Maintaining accurate records
* Exceptional organizational skills
* Ability to coordinate multiple projects and prioritize work assignments
* Experience in Microsoft Office Suite

**Compensation & Benefits**

* Bi weekly salary
* Opportunity to network with professionals in the industry

**Application Details**

Golf Ontario thanks all applicants but will contact only those who will be invited for an interview. Qualified/Interested applicants should complete the online application form by May 19th, 2022. Please include a detailed resume and cover letter in an **Adobe PDF**.

*Golf Ontario is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (‘AODA’). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-852-1101.*

**HR & ADMINISTRATION ASSISTANT**

[Apply Now](https://app.smartsheet.com/b/form/c9c9e86a74c149fd80e1d94e3f166856)