

*As a leader in modernization, innovation, and creativity, East Gwillimbury is proud to be selected as one of Greater Toronto's Top Employers for 2025. Located along Highway 404 in northern York Region, East Gwillimbury is a premier centre for growth within the GTA and is also Canada's fastest-growing municipality (based on 2021 Census data). Those joining Team EG will enjoy several benefits including competitive wages, and access to numerous outdoor spaces which allow you to enjoy the beauty of EG while at work!*

*The Town of East Gwillimbury is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. As we grow, it is important for our workforce to reflect the diversity of the citizens we serve. We respect, encourage, and celebrate our diversity. Join our team and see the EG difference!*

Reporting to the Director of People and Belonging, the People and Belonging Associate provides support to the People and Belonging branch as it relates to recruitment, compensation and benefits, employee and labour relations, health and safety, records management and other related human resources functions. Major responsibilities include, but are not limited to:

- Full-cycle recruitment including advertising, application screening, interview scheduling, conducting interviews and drafting offers of employment.
- Prepare and conduct onboarding of new hires, including onboarding paperwork, forms and processes.
- Assist with the scheduling and coordination of corporate new hire orientations.
- Assist with the coordination of annual Career Development Reviews.
- Assist with the coordination of annual employee Years of Service recognition event.
- Create, review and update Corporate and People and Belonging policies and procedures.
- Assist with bi-weekly payroll functions including step rate increases, onboarding and offboarding of employees, etc.
- Maintain and track branch metrics and prepare analytic reports.
- Support Equity, Diversity, Inclusion and Accessibility.
- Provide support to the Senior People and Belonging Business Partners.
- Act as a backup for the Health, Safety and Wellness Coordinator and assist with Disability Management and WSIB claims.
- Provide administrative support including: respond to internal and external People and Belonging inquiries, review and update Sun Life, OMERS and AD&D listings, records management and maintenance of branch files.

The ideal candidate will have a minimum two (2) years of work-related experience, preferably in a municipal environment, with strong knowledge of the Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act and Labour Relations Act. They will hold a degree or post-graduate certificate in Human Resources or related discipline. Preference will be given to those who possess a Certified Human Resources Professional (CHRP) designation. Other requirements include:

- Working knowledge of human resources and payroll processes and protocol.
- Strong interpersonal skills with the ability to interact effectively and courteously with all levels of staff and contacts in a political and community/ client service environment.
- Strong written and verbal communication skills.
- Strong computer literacy skills including Microsoft Teams and Office Suite (Word, Outlook, SharePoint, Excel, PowerPoint, Outlook), Adobe and HRIS systems.
- Ability to exercise discretion and judgement when handling confidential/ sensitive information and ensure security of such information/ files.

**Salary Range: \$71,198- \$83,762 (Band 5)**

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

**Deadline for applications is May 6, 2025.**

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's People and Belonging staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.