



**United Way**  
East Ontario

WORKING WITH COMMUNITIES  
IN PRESCOTT-RUSSELL, OTTAWA,  
LANARK AND RENFREW COUNTIES

# COMMUNITY SECONDMENT PROGRAM

## 2024 POSITION DESCRIPTION

Role: Human Resource Writer
Department: Corporate Services
Reports to: Senior Director, Human Resources and Organizational Development

## PURPOSE OF ASSIGNMENT

Reporting to the Senior Director, Human Resources and Organizational Development, and supporting the entire HR team the Human Resources Writer focus on updating a variety of HR related material into user friendly formats including job description templates, policy documents, support content for external postings and into a user-friendly format, design HR guidebooks to support HR initiative rollouts, format policy documents, support advertising for external postings.

## RESPONSIBILITIES

- Updating job description templates
- Streamline full-time job descriptions
- Support HR internal communication
- Assist in rollout of HR initiatives (ex: User guides)
- Reviewing and revising content

## ASSIGNMENT DURATION

This assignment is a full-time, up to one-year opportunity, starting at the beginning of May or beginning of September 2024.. The candidate must be available for the full duration of the placement.

## QUALIFICATIONS

- Familiarity with common HR practices and terms
- Excellent attention to detail and the ability to translate complex topics into accessible content
- Demonstrated experience creating document templates.
- Excellent writing skills, with ability to proofread and edit content.
- Demonstrated excellence across multiple Microsoft programs, including Word, Excel and PowerPoint
- Proficiency in Adobe, for document conversion
- Experience in developing creative content
- Excellent communications skills
- Great organization skills

## BENEFITS OF THIS ASSIGNMENT

- Apply and refine the following professional competencies through experience in the non-profit sector: Communication; Interpersonal; Client Services; Self-Management; Thinking; and Organizational
- Opportunity to work with a dynamic community organization
- Contribute to making our community stronger, healthier and safer for all
- Network with United Way East Ontario staff and volunteers

## HOW TO APPLY

Community Secondment Program benefits, terms and conditions are available on our [website](#). Applicants should review this material with their manager and obtain their manager's approval to apply.

To apply please forward your resume and a cover letter (maximum 500 words) to [jbraknis@unitedwayeo.ca](mailto:jbraknis@unitedwayeo.ca). Please indicate which positions are of interest and copy your manager in your submission