



Better Life
THROUGH FOOD.

HUMAN RESOURCES INTERN

Full-Time Summer Internship
Term: May 9th, 2022 - August 12th, 2022

ABOUT FRESH CITY

Our mission is to create a better life through food. Founded in 2011, we are an urban farm and omni-channel retailer of seasonal, sustainable, and organic fresh food. Each day we make and bake exceptionally sourced meals, salads, snacks, breads, pastries, and breakfasts from scratch. We operate two sister brands including Mabel's Bakery, a popular bakery producing artisan breads and pastries and The Healthy Butcher, a pioneer in organic and 100% grass-fed beef. We farm in Downsview Park, where we also operate a farmer incubator program, as well as at Baka. With eight retail locations between our three brands we deliver to thousands of homes each week throughout the Greater Toronto Area, and proudly employ over 300 employees.

ROLE SUMMARY

Reporting to the People Advisor and also receiving mentorship from the Chief People Officer, the HR Intern will receive practical hands-on experience in the various areas of Human Resources. The HR Intern will gain valuable insight into the day to day operations of the HR department and provide administrative support to key processes including recruitment, health and safety, employee culture, onboarding, with the opportunity to pursue personal learning goals in HR.

GOOD & WELL INTERNSHIP PROGRAM

This internship is being offered as a part of [The Good & Well Internship Program](#). Throughout our summer internship program, Good & Well provides participants with opportunities to work with dynamic, high-potential social ventures as well as to learn from and network with professionals working within the social impact ecosystem in Toronto.

WHAT'S ON YOUR PLATE

- Provide day to day operations support for HR department
- Support recruitment cycle; posting job and scheduling phone and virtual interviews
- Partner with the HR team on the Health and Safety program, including monthly meetings, training coordination, resource development, etc.

- Coordinate New Hire Orientation sessions and build out of new employee engagement experience and recognition programs
- Contribute to employee culture through social initiatives, monthly newsletter, and diversity awareness
- Additional ad hoc duties as assigned

WHAT YOU'RE BRINGING TO THE TABLE

- Excitement and curiosity for our mission and what we do
- Ability to plan, organize and prioritize work in a fast-paced environment
- Ability to handle and maintain confidential information and data integrity
- Excellent written and verbal communication
- Detail oriented with excellent analytical and administrative skills
- Proficient in Google Docs, Excel, PowerPoint, Word, is an asset
- You are legally entitled to work according to Ontario's legislation and regulations.

OTHER DETAILS

- \$19.05/hour for 37.5 hours/week
- Business hours are Monday to Friday, 9am-5:30pm EST.
- This role is hybrid. You may be required to work from our primary office located at 53 Samor Road, Toronto, ON.
- Food discounts across Fresh City, The Healthy Butcher & Mabel's Bakery for the duration of the internship.

HOW TO APPLY

The application deadline is **January 16, 2022, at 11:59PM EST**. Learn more about the Good & Well Social Impact Internship Program and how to apply [here](#).

Please note that applications will be reviewed on a rolling basis and those submitted via other methods will not be reviewed.

Fresh City Farms is an equal opportunity employer committed to diversity and inclusion. We consider all applicants regardless of race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, and Indigenous status. If you require accommodation during the recruitment and selection process, please let us know. We will work with you to provide as seamless a recruitment experience as possible.