

Human Resources Internship

Community Living Thunder Bay has a vision in which all citizens of Thunder Bay enjoy equal rights, freedoms and opportunities; where all people are valued for their contributions, opinions, and individuality within a community. Our role in achieving this vision is to advocate, support and provide services for individuals with a developmental disability and their families. Community Living Thunder Bay is currently seeking candidates who have a desire to promote growth opportunities for the people we support.

Responsibilities:

Reporting to the Human Resources Director, the Human Resources Intern will work as part of a team to provide support in various areas of human resources, with a focus on recruitment and selection, training and orientation, human resource information systems, and other human resource related functions. The Human Resource Student will work within all areas of HR (Administration, Recruitment, Orientation & Training, Labour Relations, and Health & Safety) and will be responsible for individual projects depending both on organizational needs and the intern's areas of interest.

Qualifications:

The successful applicant must be a Human Resources, Business Administration or related field graduate of a post-secondary degree or diploma program who has graduated within the last three years from an accredited college or university. Experience in the field is considered an asset.

This multifaceted position requires strong interpersonal, organizational and decision-making skills, with an ability to communicate with all levels of the organization. Excellent computer skills and knowledge of Microsoft Office programs are also required.

To be eligible for the People and Talent program, the successful applicant must satisfy the following criteria:

- ✓ Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- ✓ Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.
- ✓ Candidate must be 18 years of age or older.
- ✓ Candidate must be legally eligible to work in Canada.
- ✓ Once hired, the candidate must reside in the Northern Ontario community in which they are employed.

Job Types: Full-time, Fixed term contract

Contract length: 12 months

Pay: \$25/hour

Schedule: 35/hrs. weekly - 8-hour shifts (Monday to Friday)

Location: 1501 Dease Street, Thunder Bay.

We offer the opportunity to thrive in a dynamic and supportive team environment. Interested applicants must submit a resume and a cover letter to Human Resources via email, fax, or mail by Wednesday February 4th, 2026.

Please quote competition **Human Resources Intern #“HR - 02 - 0126”** in your application.

Application Deadline: Wednesday February 4th, 2026

Mail: Human Resources
1501 Dease Street
Thunder Bay, ON
P7C 5H3

Email: jobs@cltb.ca
Fax: (807) 622-8528

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We thank all candidates in advance, however, only those selected for an interview will be contacted. If you would like more details regarding the position, please contact Human Resources at 622-1099.

Community Living Thunder Bay is committed to providing accommodations required due to a disability, applicants should please contact Human Resources to arrange for accommodations throughout the recruitment and selection process.