



## **Job Description: HR & Payroll Assistant**

**Organization: The Philip Support Foundation**

**Location: Edmonton, Alberta, Canada (Remote)**

**Employment Type: Part-time (10 hours a week)**

**Reports To: Executive Director**

### **About The Philip Support Foundation (PSF)**

The Philip Support Foundation is a mission-driven organization committed to promoting mental wellness, restoring hope and empowering communities, we are seeking a skilled and passionate HR and Payroll assistant to provide administrative human resources and payroll support to practicum students, volunteers, and staff.

### **Position Overview**

The Philip Support Foundation is seeking a reliable, detail-oriented HR & Payroll Assistant to provide administrative human resources and payroll support to practicum students, volunteers, and staff. This remote, part-time role helps ensure smooth HR operations, accurate record keeping, and people-centered systems that uphold professionalism, confidentiality, and care.

The ideal candidate is organized, discreet, and comfortable working independently in a remote environment while supporting a mission-driven organization.

### **Responsibilities**

#### **Human Resources Administration**

- Provide HR administrative support for practicum students, volunteers, and staff
- Assist with recruitment tasks, including job postings, interview scheduling, and applicant tracking
- Support onboarding and off boarding processes (contracts, documentation, orientation materials)
- Maintain accurate and confidential digital personnel files

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- Track practicum placements, volunteer hours, contracts, and term dates
- Support HR documentation for performance reviews, training, and reporting

### **Payroll Support**

- Assist with payroll administration, including timesheets, hours tracking, and leave records
- Support payroll data entry and verification in collaboration with finance or payroll providers
- Maintain organized payroll records and documentation
- Assist with payroll-related reporting and deadlines

### **Compliance & Records**

- Support compliance with organizational HR policies and procedures
- Assist with maintaining up-to-date HR forms, templates, and records
- Support documentation related to workplace health and safety and training
- Ensure confidentiality and compliance with privacy requirements

### **Communication & Coordination**

- Serve as a point of contact for HR-related administrative inquiries
- Support communication with practicum students, volunteers, and staff regarding HR processes
- Assist with scheduling orientations, training sessions, and HR meetings

### **Required Qualifications**

- Experience in HR administration, payroll support, or office administration
- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- High level of discretion and ability to handle confidential information
- Proficiency with Microsoft Office and/or Google Workspace
- Strong attention to detail and accuracy
- Ability to work independently in a remote environment

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### Preferred Qualifications

- Experience working in a nonprofit or community-based organization
- Familiarity with payroll systems and HR information systems
- Experience supporting volunteers and practicum students
- Knowledge of employment standards and HR best practices
- Experience working remotely

### Working Conditions

- Remote, part-time position (10 hours per week)
- Flexible schedule aligned with HR and payroll cycles
- Occasional deadlines related to onboarding or payroll processing

### Why Serve in This Role

- Make a meaningful impact at the leadership level of a growing non-profit
- Use your expertise to shape narratives that restore hope and promote mental wellness
- Serve with purpose while influencing lives and communities

### What We Offer

- Opportunity to make a meaningful impact
- Flexible work arrangements
- Supportive and mission-driven team
- Volunteer experience and compensation

### How to Apply

Interested candidates should submit their resume and cover letter detailing their experience and passion for the role to: [hr@thepsf.ca](mailto:hr@thepsf.ca) and cc: [info@thepsf.ca](mailto:info@thepsf.ca) with the subject line:

**HR & Payroll Assistant – (Your Name)**

**Application Deadline: 15 February 2026**

Only Shortlisted candidates will be contacted.

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The PSF is an equal-opportunity organisation and encourages applications from individuals of diverse backgrounds, including those with lived experience of mental challenges.