

We're hiring: Human Resources Assistant

[ASL VIDEO](#)

Details:

Job title: Human Resources Assistant

Job type: Full-time Employee (37.5 hours per week, 8-week term)

Reports to: Director of Human Resources

Location: Remote (Canada Only)

Compensation: \$20.00/hour

Position Overview:

The Human Resources Assistant will support both the HR and Marketing teams in delivering key initiatives that enhance employee experience, communication, and brand presence.

The role will contribute to internal HR initiatives while also supporting Marketing efforts, including accessible content creation, social media, and storytelling that reflects Asign's culture, values, and leadership in accessibility.

Note: This position is partially funded by the Canada Student Jobs grant and applicants must meet the following eligibility requirements:

- Be aged between 15 and 30 years old on the start date of the job
- Have a valid Social Insurance Number (SIN)
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada. International students and other temporary residents of Canada are not eligible

What you'll do:

- Leverage creativity and innovative thinking to help draft and execute internal / external communications
- Support the HR and Marketing team with various projects and creative engagement opportunities
- Identify opportunities to improve and streamline current communication processes
- Collaborate with other teams to leverage and standardize communications

What you'll offer:

- Highly motivated self-starter who takes initiative with minimal supervision
- Excellent interpersonal skills and ability to work well with multiple teams
- Strong organizational skills and detail oriented
- Able to learn quickly
- Superior communication and interpersonal skills



Qualifications:

- Strong communication skills
- Comfortable with technology and learning new systems
- Experience with or interest in content creation (social media, video, editing tools) is an asset
- Familiarity with accessibility best practices (e.g., captioning, inclusive communication) is an asset
- Knowledge of ASL/LSQ and Deaf culture

Recommended education and experience:

- Diploma or degree student pursuing an education in Human Resources, Business, Communications, Marketing or related field

Asign recognizes that many of the greatest ideas and discoveries come from a diverse mix of minds, backgrounds, and experiences – beyond the technical requirements of a job. If you meet the minimum qualifications and your experience is close to what you see listed here, please still consider applying.

We are committed to cultivating an equitable and inclusive work environment that acknowledges diversity in the Deaf population that we serve, in our interpreting community and workforce. Diversity of experience and skills combined with passion is a key to innovation and excellence; therefore, we encourage people from all backgrounds to apply to our positions.

Please let us know if you require accommodation during the application process.

Applications will be accepted **until Monday, May 18th, 2026 at 5:00pm ET**. Please note: this position starts on Monday June 1st, 2026.

Please apply for the Human Resources Assistant position using [this link](#). Please note: Applications require a cover letter (letters in ASL are welcomed) and resume. You are required to upload multiple documents to the application portal.

You can direct questions to Asign Human Resources at hr@asign.ca. Additional information about Asign can be found on our website at asign.ca.