

## Hiring Summer Positions

Habitat for Humanity Peterborough & Kawartha Region will be hiring a total of 11 individuals aged 15 – 30 for the 2021 spring/summer season. We are currently looking to fill the following positions with support from the Canada Summer Jobs program:

### Donation Pick-Up Coordinator (1 position available)

**Type:** Seasonal position (8 weeks) 35 hours/week

**Salary:** \$14.25/hour

**Start Date:** June 1, 2021

**Location:** Habitat for Humanity Office – 300 Milroy Drive, Peterborough

#### JOB PURPOSE

The ReStore is a social enterprise proudly owned by Habitat for Humanity Peterborough & Kawartha Region that works to build strength, stability, and self-reliance through shelter. The ReStore is an amazing place to shop for used home décor, furniture, appliances, antiques, paintings, used kitchens, doors, and more. Every visit to the ReStore is different, and every purchase helps support safe, decent and affordable home building projects in your community.

The Donation Pick-Up Coordinator will help administer the pick-up requests for donations to the Habitat ReStores in Peterborough. This initiative will make it easier for local community members to donate reusable items to the Habitat ReStores and keep those items out of the local landfills while also helping to raise funds to support decent, affordable housing initiatives in the community. Under the supervision of CEO, the Donation Pick-Up Coordinator will be supporting a variety of donation pick-up tasks including:

- Communicating with prospective donors to the ReStores, truck drivers, and ReStore staff teams
- Managing the coordination and logistics of scheduling pick-ups and deliveries, and updating all parties on any potential updates/changes where required
- Being responsible and accountable for supporting the management of the program, including developing program components, promoting the program, and ensuring the execution of all program components
- Participating in the design, development, implementation, and management of core program processes
- Providing input to the program strategy by analyzing current operations and challenges, researching best practices, and understanding local trends

- Tracking and analyzing data/information to provide program insights and recommendations
- Collaborating with internal and external stakeholders in order to deliver on program and organizational objectives
- Organizing information to ensure the accuracy and completeness of the program
- Gathering and formatting information into regular and ad-hoc reports, and dashboards
- Supporting the execution of strategic initiatives, including tracking metrics and milestones
- Analyzing any potential issues and problem-solve/determine the next steps
- Safeguarding and learning organization standards and policies
- Ensure a positive customer service experience for all

#### WHAT YOU BRING

- Candidates will preferably be post-secondary students in a related discipline
- Ability to work independently and as a team player
- Strong computer skills
- Self-motivated
- Creative and innovative
- Willing to learn; willing to share your findings and knowledge
- Demonstrated ability to adapt to new technologies and learn quickly
- Planning and organizational skills
- Ability to juggle competing priorities while completing projects successfully
- Excellent communication skills, both written and verbal
- Criminal record check required
- Available to work a variety of shifts from Monday to Sunday, including weekends

**This position is funded by the Government of Canada through the Canada Summer Jobs program, and thus candidates must meet the following eligibility criteria:**

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 31; and,
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

#### HOW TO APPLY



**We build strength, stability and self-reliance.**

Interested candidates are asked to forward their resume and cover letter to [hr@habitatpkr.ca](mailto:hr@habitatpkr.ca) as-soon-as-possible **stating the job title in the subject line.**

Habitat for Humanity Peterborough & Kawartha Region is an inclusive employer and is seeking someone who is willing to contribute to a larger mission. Only candidates selected for an interview will be contacted.