

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:

Office Receptionist (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

Looking to make a real difference and impact in your community? Want to work with an amazing group of professionals and an inspiring team? Established in 2002, Habitat for Humanity Peterborough & Kawartha Region is a non-profit housing organization that brings communities together to help families build strength, money, and independence through affordable homeownership. Through volunteer labour and donations of money and materials, Habitat builds houses in partnership with homeowner families. We offer lower income families a 'hand-up', not a 'hand-out'. To learn more about Habitat for Humanity Peterborough & Kawartha Region, please visit www.habitatpkr.ca

The Office Receptionist will be responsible and accountable for the day-to-day front office, administration, reception, and database duties in the Habitat for Humanity Peterborough & Kawartha Region office in Peterborough. Under the supervision of the CEO, the Office Receptionist will be supporting a variety of office tasks including:

- Providing professional assistance and direction to constituents over the telephone, virtually, and in person
- Accurately transcribing or forwarding messages and route telephone calls to the respective departments
- Communicating with timeliness, clarity and positivity.
- Helping to maintain a database in relation to donations, volunteer hours, and records
- Ensuring the cleanliness and safety protocols of the reception area and main common areas are maintained
- Assisting with filing, photocopying, bank deposits, and mailings

- Completing special projects including compiling spreadsheets, letters, and mailings where required
- Safeguarding and learning organization standards and policies
- Maintaining consistent positive and clear customer service
- Ensuring a positive experience for all

WHAT YOU BRING

- Candidates will preferably be post-secondary students in a related discipline
- Excellent organizational, and leadership skills
- Knowledge of Microsoft Word and Excel is an asset
- Ability to work independently and as a team player
- Strong computer skills
- Self-motivated and willing to learn
- Enthusiastic, creative, patient, and flexible
- Access to a reliable vehicle
- Experience in data entry is an asset
- Ability to juggle competing priorities while completing projects successfully
- Excellent communication skills, both written and verbal
- Criminal record check required
- Available to work from Monday to Friday

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

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



We build strength, stability and self-reliance.

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.