

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:

Textile Recycling Program Coordinator (1 position available)

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

Salary: \$14.25/hour

Start Date: June 1, 2021

Location: Peterborough North ReStore – 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 Textile Recycling Program Coordinator will set up a clothing drive initiative in partnership with local groups and corporations. 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 Textile Recycling Program Coordinator will be supporting a variety of clothing drive tasks including:

- Supporting the management of the program by: developing program components, promoting the program, and ensuring the execution of all program components
- Participating in the design, development, implementation, and management of the core program processes
- Providing input to the program strategy by analyzing current operations and challenges, researching best practices, and understanding local trends
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- Collaborating with internal and external stakeholders in order to deliver on program and organization objectives
- Organizing information to ensure accuracy and completeness of the program
- 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 over the telephone, in person, and virtually

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 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.