



Giving Hope Today

Employment Opportunity

The Salvation Army Community Services (Calgary)

Receptionist

Location: West Campus

Position Type: Relief / Casual

Position Summary

To be the first point of contact for people coming into or calling the West Campus.

Hours/Schedule

Relief/Casual position – scheduled as needed. Should be available to cover staff vacation, time off and on call.

Some of the great benefits of working with The Salvation Army:

- Being part of an international organization serving people in over 130 countries
- Making a difference in the lives of people and the community.

What you will be doing in your role:

- Perform general office duties such as answers telephone and directs and/or respond to inquires; greet visitors and direct them to the appropriate person(s); file documents electronically or manually.
- Take calls/inquiries about bookings for rental groups.
- Set up client appointments and register clients for classes and special events.
- Prepare routine documentation such as forms, letters, memo, email and may keep records; check typing for accuracy, sort and prioritize typing assignments within general guidelines.
- Assist in maintaining adequate office and other supplies.
- Provide administrative and/or special project support as assigned.
- Prepare and receive all paperwork for various projects and processes.
- Keep the reception area clean and organize.
- Manage rental groups who are on site, ensuring safety protocols are always followed.
- Attend staff meetings.
- Review information and client forms to ensure correct information and relevance.
- May support the Administrative Coordinator with opening mail and processing out-going mail; receive parcel(s) and distribute to the appropriate person(s).
- May draft and prepare presentations (including PowerPoint, invitations, certificates).

Required Education, Experience and Competencies

- Completed high school or has equivalent experience.
- A satisfactory Police Information Check (PIC) with Vulnerable Sector search.
- A satisfactory Child Intervention Check (CIC).
- Emergency First Aid certification with Level C CPR from an Alberta approved training provider.

- Minimum one-year prior related administrative experience.
- Excellent communication skills (verbal/written) and strong customer service skills.
- Proficient in MSOffice 365 (Excel, TEAMS, Word).
- Able to control emotions and display a patient, calm and collected demeanor.
- Dependable.

Please apply by sending a cover letter and resume to: CSCalgary.HRResumes@salvationarmy.ca and in the email subject line include the competition # **WCR020923**

The competition will remain open until the position is filled. We thank all applicants and those selected for an interview will be contacted.

For more than 130 years, The Salvation Army has had the privilege of serving vulnerable people in communities across Canada. Last year, we helped over 1.7 million people. The Salvation Army not only provides the necessities of life such as food, clothing, and shelter, but our programs address needs such as addictions, language barriers, loneliness, unemployment, and family challenges. Our services continually adapt to meet emerging needs.

At work in more than 400 communities across the country, The Salvation Army has grown to become one of Canada's largest non-governmental providers of social services.

Mission and Core Values

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Our values underpin all that we do:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone's worth.

Stewardship: We responsibly manage the resources entrusted to us

The Salvation Army will accommodate candidates as required under applicable Human Rights Legislation. If you require a disability related accommodation during this process, please inform us of your requirements.



Imagine Canada believes that charities and non-profits have a responsibility to be innovative, transparent, accountable, ethical, and well-governed.