



Giving Hope Today

Employment Opportunity

The Salvation Army Community Services (Calgary)

Receptionist

Position Type: Temporary Full Time – 40 hours weekly.

Location: Downtown Calgary (currently) will move to East Campus in future

Position Summary

This position provides the first point of contact for people coming into or calling the Community Support Services office.

Hours/Schedule

Temporary full-time - 40 hours per week; Monday to Friday: 8:30 am - 5:00 pm.

Contract (expected) end date: February 12, 2024

This job position has a potential to become Regular Part time after this term ends.

What you will be doing in your role

- Performs general office duties such as answers telephone, managing E-mails, etc. and directs and/or responds to enquiries.
- Greets visitors and directs them to the appropriate person(s).
- Files various documents electronically or manually.
- Open mail and process- out-going mail.
- Receives parcels and distributes to the appropriate person(s).
- Books appointments, manages appointment calendars, and/or refers to appropriate staff and/or other programs.
- Sets up client appointments and registers clients for programs and special events.
- Receives donations and prepares temporary receipts.
- Collects program fees and prepares receipts as needed.
- Takes calls/inquiries regarding site and programs available.
- Prepares and receives all paperwork for various projects and processes.
- Responds to workspace needs (upkeep and maintenance) as required and request for support as appropriate.
- Keeps the reception area clean and organized.
- Oversee office supplies and inventory controls; order supplies when needed.
- Provides administrative and/or special project support as assigned.
- Takes minutes at meetings as needed.
- May be responsible for scheduling volunteers and manage tracking of volunteer hours.
- Maintain room bookings and schedules for external and internal usage; and
- May update client demographic information electronically on file.

Required Education, Experience and Competencies

- Completed high school diploma

- An alternative combination of education and experience may be considered
- A minimum of 2 (two) years of related experience; previous general working experience is an asset.
- 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.
- Able to maintain work area in a neat and tidy appearance; dependable and punctual.

Successful candidates, prior to hiring, may be required to provide:

- Background check consent.
- A satisfactory Police Information Check (PIC) with Vulnerable Sector search
- Child Intervention Check

Please apply by sending a cover letter and resume to: CSCalgary.HRResumes@salvationarmy.ca and please use the competition # **RECFT082523 in your email subject line.**

This 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.