



Giving Hope Today

Employment Opportunity

The Salvation Army Community Services (Calgary)

Receptionist

Position Type: Regular Part-Time – 42 hours bi-weekly

Location: East Campus

Position Summary

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

Hours/Schedule

Regular Part-time – 42 hours bi-weekly;

Monday, Wednesday and Fridays: 5:00 p.m. - 9:30 p.m.

And Saturdays – 8 paid hours between 8:30 a.m. and 8:30 p.m.

Must be open to work daytime shifts when required. The schedule may change in the future.

What you will be doing in your role

- Perform general office duties such as answers telephone, managing E-mails, etc. and direct and/or respond to enquiries; greet visitors and direct them to the appropriate person(s).
- File documents electronically or manually. May provide support with opening mail and processing outgoing mail; receiving and distributing parcels.
- Take calls/inquiries about space usage from community partners.
- Screen for program eligibility, book appointments, manage appointment calendars, and/or refer to appropriate staff and/or other programs.
- Receive donations and prepare temporary receipts.
- Register clients for programs, collect program fees and prepare receipts as needed.
- Prepare routine documentation such as forms, letters, emails and may keep records.
- Check documents for accuracy, sorts and prioritizes assignments within general guidelines.
- Assist in maintaining adequate office supplies; and keep the reception area clean and organized.
- Attend staff meetings and maybe required to take minutes.
- Prepare and receive all paperwork for various projects and processes.
- Review information and client forms to ensure correct information and relevance.
- Perform other related duties as assigned, including supporting the Administrative Coordinator as required.
- Ensure tidiness and cleanliness of waiting area and café; ensure café is stocked and ready for client use.
- Prepare and receive all paperwork for various projects and processes.
- May-keep and file program financial receipts.
- Log fridge temperature daily, as well as assist the Resource Specialists with ensuring the pantry area is organized and tidy.
- Provide administrative and/or special project support as assigned.

Required Education, Experience and Competencies

- Completed high school diploma or has equivalent experience.
- Previous general office experience is an asset.
- Excellent communication skills (verbal/written) and strong customer service skills;
- Proficient in MSOffice 365 (Excel, TEAMS, Word);
- Present themselves in a professional manner;
- Able to control emotions and display a patient, calm and collected demeanor; dependable and reliable.

Successful candidates, prior to hiring, may be required to provide/complete background check consent

Please apply by sending a cover letter and resume to: CSCalgary.HRResumes@salvationarmy.ca and please use the competition # **RPT021224 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.

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.