



Giving Hope Today

Employment Opportunity

The Salvation Army Community Services (Calgary)

Receptionist

Position Type: Regular part-time

Location: East Campus

Position Summary

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

Hours/Schedule

Regular part-time – 33 hours bi-weekly;

Tuesdays: 4:30 p.m. – 9:00 p.m.

Thursdays: 4:30 p.m. – 9:00 p.m.

Saturdays: 9:00 a.m. – 5:00 p.m.

- Performs general office duties such as answers telephone and directs and/or responds to enquiries; greets visitors and directs them to the appropriate person(s).
- Files documents electronically or manually. May provide support with opening mail and processing outgoing mail; receiving and distributing parcels.
- Takes calls/inquiries about space usage from community partners.
- Screens for program eligibility, books appointments, manages appointment calendars, and/or refers to appropriate staff and/or other programs.
- Receives donations and prepares temporary receipts.
- Registers clients for programs, collects program fees and prepares receipts as needed.
- Prepares routine documentation such as forms, letters, emails and may keep records.
- Checks documents for accuracy, sorts and prioritizes assignments within general guidelines.
- Assists in maintaining adequate office supplies and other necessary supplies.
- Keeps the reception area clean and organized.
- Attends staff meetings and maybe required to take minutes.
- Prepares and receives all paperwork for various projects and processes.
- Reviews information and client forms to ensure correct information and relevance.
- Performs other related duties as assigned, including supporting the Administrative Coordinator as required.
- Ensures general tidiness and cleanliness of client waiting area and café.
- Ensures café is stocked and ready for client use.
- Prepares and receives all paperwork for various projects and processes.
- May-keep and file program financial receipts.
- Logs fridge temperature daily, as well as assists the Resource Specialists with ensuring the pantry area is organized and tidy.
- Provides administrative and/or special project support as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

**NOTE: For some jobs, you may be required to provide validated educational documentation.*

Education/Certifications:

- Completed high school or has equivalent experience.

Experience:

- Previous general office experience is an asset.

Required Skills/Knowledge:

- 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; and
- Dependable and reliable

Please apply by sending a cover letter and resume to: CSCalgary.HRResumes@salvationarmy.ca and please use the competition # **REC051024 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.