



Giving Hope Today

Employment Opportunity

The Salvation Army Community Services (Calgary)

Receptionist

Location: Calgary – West Campus

Position Type: Regular Part-time

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. An organization that has people at the core of its mission, they have taken unprecedented measures during COVID-19—altered their programs and service delivery—to ensure that those who rely on them for help stay healthy and safe.

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.

Position Summary

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

Hours/Schedule

This position is Regular Part Time 48 hours biweekly – Monday to Friday.

Key Responsibilities

- Perform general office duties such as answers telephone and directs and/or responds to inquires; greets visitors and directs 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.
- Provide administrative and/or special project support as assigned.

- Use word processing for routine documentation such as forms, letters, memo, email and may keep records; checks typing for accuracy, sorts and prioritizes typing assignments within general guidelines.
- Manage rental groups who are on site, ensuring safety protocols are followed at all times.
- Various other administrative duties as required.

Required Education, Experience and Competencies

- Completed high school or has equivalent experience.
- Minimum one-year prior related administrative experience.
- Ability to demonstrate great attention to details, problem solving and decision making/critical thinking skills.
- Excellent oral and written communication skills.
- Strong sense of integrity and confidentiality with professional ethics.
- Proficient in MSOffice 365 (Excel, TEAMS, Word).
- Satisfactory Police Information Check with Vulnerable Sector Search and Child Intervention Check.
- Desire to support the mission and core values of The Salvation Army, as well as work in a compassionate and non-judgmental manner.

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.
- Proof of successful completion of our online Armatus Abuse Training, and required Health and Safety training.

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.