



Job Posting

Title of Position: **Reception and Centre Support Staff**

Reports to: **Intake Supervisor**

Salary: **\$15.23/hr**

Position Status: **Part-time (16.5 hours per week – late afternoon/ early evening/Saturday)**

Start Date: **January 2, 2019**

Office Location: **YMCA Centre for Immigrant Programs**

Since 1853 the YMCA of Greater Halifax/Dartmouth has been connecting Nova Scotians to build healthy communities. As a non-profit charity we provide vital services, including Health, Employment, Childcare/Camps, Immigrant Services, and Youth Development.

The YMCA Experience

At the YMCA we know that our ability to partner with others in our community is through the passion and dedication of our employees and volunteers. In joining the YMCA you will become part of a dedicated network of individuals with great passion for providing a holistic support to the communities in which we serve.

A Day in the Life

This position plays a key role in providing front-line and first point of access reception to clients and visitors to the YMCA Centre for Immigrant Programs, ensuring efficient operations of the main intake office and common office resources, and supporting activities related to the overall maintenance and efficient running of the Centre.

This job might be for you if you have:

- Diploma and/or certificate in Office Administration or equivalent experience
- Strong Knowledge of operating a wide range of office equipment
- Advanced MS Office including Word, Excel, Access, Power Point, Publisher, outlook
- Data base maintenance and implementation file management system
- Proficient with Outlook including contact and calendar components
- Multilingual (Arabic speaking an asset)
- Strong organizational skills and the ability to manage multiple, competing deadlines and tasks
- Demonstrated discretion and sound judgement in the handling of confidential information; this includes a high degree of integrity and trust
- Strong analytical skills and attention to detail for process improvement and efficiency
- High level of initiative is needed to work independently and respond to unanticipated items

Note: Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid Standard First Aid and level C CPR training. Employees will be required to attend YMCA Child Protection Training.

Apply Today

Please email your cover letter and resume in one document to carmen.radulescu@halifax.ymca.ca , by Monday, December 24th, 2018. We look forward to hearing from you.

The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer that values the diversity of people and communities and is committed to excellence and inclusion in our Association.

Building healthy
communities