



## Job Posting Summer Canada Jobs

Title of Position: **Office Receptionist**

Reports to: **Centre Manager**

Salary: **\$12.55/hr**

Position Status: **35 hours per week, Monday to Friday (Canada Summer Jobs)**

Start Date: **July 6, 2020**

Duration: **This position is for 8 weeks and must end on or prior to August 28, 2020**

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 will play a key role in providing support to the Intake team, Centre Manager and the staffing group as a whole. They will work on projects to increase the efficiency and operational procedures as it relates to building procedures and resources.

### **This job might be for you if you have:**

- Experience with computer programs and virtual platforms
- Access to computer and internet at home for remote services
- Available for in-person programming (with safety measures in place)
- Experience and/or education with a data base entry and file management system
- Strong knowledge of operating a wide range of office equipment
- 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
- High level of initiative is needed to work independently and respond to unanticipated items
- Arabic speaking an asset
- Between the ages of **15 and 30** years, are a Canadian citizens, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.

**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 [paula.latham@halifax.ymca.ca](mailto:paula.latham@halifax.ymca.ca) , by Monday, June 26, 2020. We look forward to hearing from you. *Qualified Candidates will be interviewed upon receipt of application.*

*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