



Job Posting

Title of Position: Reception and Centre Support Staff

Salary: \$15.23 per hours

Position Status: Part-time (17.5 hours per week – mid afternoon/ early evening/Saturday)

Start Date: July 27, 2018

Office Location: YMCA Centre for Immigrant Programs

Situation: For more than 165 years, the YMCA of Greater Halifax Dartmouth has been working to build strong communities, with services including Health and Wellness, Immigrant Services, Employment Services, Residential Camps, Child Care, Youth and Leadership Development. The YMCA operates in an environment that embraces diversity and social inclusion, values differences, and aspires to meet the changing needs of the communities we serve. YMCA employees and volunteers make a difference in the lives of thousands of individuals and the health of our communities by nurturing the potential of children, youth and adults.

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.

Position Summary

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.

Qualifications:

- 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 and Power Point, Publisher
- Data base maintenance and implementation file management system
- Proficient with Outlook including contact and calendar components
- 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
- Multilingual (Arabic speaking an asset)

Successful candidates will be required to provide a current and satisfactory Criminal Records Check/Vulnerable Sector Check, Child Abuse Registry Check and proof of Standard First Aid and CPR-C training.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted.

If you are interested in this position, please submit your combined cover letter and resume in one document with the subject line **Reception and Support Staff** by August 6, 2018 to: Carmen Radulescu, carmen.radulescu@halifax.ymca.ca

Building healthy
communities