

VOLUNTEER WITH HABITAT GTA

PARTNER FAMILY APPLICATION REVIEWER	
Reports to	Manager, Community Outreach and Intake
Location	155 Bermondsey Road, Toronto, ON M4A 1X9
Availability	6 to 12 hours per week 1 – 2 days per week (half-days are okay) Monday to Friday between 9 AM and 4 PM
Commitment	Long term - 3 Months or More

Habitat for Humanity Greater Toronto Area is a nonprofit housing organization that believes everyone deserves a safe and decent place to live. We mobilize volunteers and communities to help working, lower-income families build strength, stability, and self-reliance through affordable homeownership. With the help of volunteers, donors, and community partners, we have built close to 400 homes for local families in need of decent shelter, touching the lives of approximately 1,200 children.

Position Overview

Habitat for Humanity GTA is looking for a meticulous volunteer to join the family services department in reviewing interested families' applications and paperwork to find and approve eligible families for the Habitat homeownership program. The volunteer plays a very vital role in the organization's process of helping families become successful homeowners.

Duties and Responsibilities

- Attend a training session to understand the homeownership model provided by Habitat GTA
- Receive training in salesforce.com to understand our process of reviewing applications and documentation
- Work with staff and other volunteers to document, review and process applications

Qualifications /Skills/Physical Requirements

- Excellent verbal and written communication skills in English
- Computer Skills (data entry experience is a plus)
- Ability to use Microsoft Office, especially basic Excel skills
- Understanding of finances and mortgages is a benefit
- Meticulous, detail oriented and accuracy are a must
- Confidentiality is required
- Previous experience working in an office environment is required

How to apply

Please submit a cover letter and resume to sally.peter@habitatgta.ca with a subject line of **Partner Family Application Reviewer**.

Habitat for Humanity GTA is committed to ensuring a barrier-free, accessible and inclusive work environment. We welcome and encourage applications from people with disabilities. Upon individual request, we will endeavor to remove barriers to the volunteer selection process to accommodate candidates with disabilities, providing the applicant has met the bona-fide requirements of the volunteer position. Please inform us should accommodation be required at any point during the selection process.