

VOLUNTEER WITH HABITAT GTA

| Family Services Volunteers - Administrative Assistant | |
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| Reports to | Manager, Family Services |
| Location | Toronto and/or Brampton Positions Available <ul style="list-style-type: none"> • 155 Bermondsey, Toronto • 268 Rutherford Rd S, Brampton |
| Availability | Once a week for a minimum of 3 hours per week Business hours M-F between 9 AM to 5PM |
| Commitment | This is long-term commitment, 1 year or longer |

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

The Family Services Department is currently recruiting 2 administrative assistants with opportunities at both our Toronto and Brampton office locations.

The Administrative Assistant will work with the Family Services department in providing support for both newly-approved applicants awaiting move in to their homes, as well as families who have moved in. Various components include: move in preparation, gathering information for the completion of Impact Studies, inputting information for annual financial reviews, and ensuring families have up-to-date home insurance records.

Duties and Responsibilities

- Work with department records and online database to ensure record accuracy and transfer of information
- Providing assistance with various departmental requests, such as demographic information
- Assisting in engaging homeowners with various opportunities to promote the organization
- Operate within the philosophy, culture, and values of the organization
- Make a minimum 1 year commitment to the program

Qualifications /Skills/Physical Requirements

- Completion of at least 2 years of post-secondary
- Experience working in an office environment
- Experience working with a diverse multicultural and multilingual community
- Experience with MS Office and database-related software
- Demonstrated compassion when dealing with people

Benefits

- Work with a dynamic, skilled group of dedicated volunteers and staff
- Work flexible hours based on your schedule and availability
- Be involved in the exciting mission of Habitat for Humanity GTA

How to apply

If you love working with people and are interested in making a difference in the lives of families in the GTA, and this position seems like a good match with your skill set, we'd love to hear from you. Please submit a resume to jonathan.wells@habitatgta.ca with a subject line of **"Family Services Administrative Assistant"**.

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.