



# Administrative and Data Management Assistant

## Job Posting

### Lakeside HOPE House

Lakeside HOPE House provides tangible, compassionate assistance and care to those in the Guelph community through immediate relief and ongoing support. Our goal is to foster a greater level of independence by delivering front-line services and support that allow our community members to maintain their dignity and choice. This is accomplished through a diverse range of programs and services including a choice-based, bucks-based Food and Clothing Market, HOPE Stylin' Haircuts, a community Edu-Kitchen, a Back-to-School Backpack Program, a daily Café, a Christmas Hamper program, and other programs to all Guelph residents (including children) living in poverty.

### Job Description

Working directly with the Operations Lead, the Administrative and Data Management Assistant will be instrumental in ensuring that HOPE House can continue to operate at maximum capacity during the busy summer months. This position will give key insight to the applicant on the daily requirements of operating a not-for-profit and will give hands on experience in working with clients and families living in poverty and in crisis circumstances. The successful applicant will be provided with a great learning opportunity and with a job that varies from day to day, offering a breadth of experience. The individual will have to be a people-oriented individual, who has tact, patience and compassion when they are working with people living in poverty. This role will offer a real hands-on opportunity to see the front lines of the social service sector.

### Duties and Responsibilities

- Work on administrative projects as directed by the Operations Lead
- Fill in for various volunteer roles in the clothing bureau, food market, and on reception as needed
- Assist with daily operations of HOPE House
- Conduct research for various policy implementations
- Prepare documents for Operations Lead as requested
- Other duties as required

### Qualifications

- Be between ages of 15-30 years of age.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred.
- Have been enrolled in full-time schooling spring 2018 semester & enrolled for full time studies fall 2018 semester.

### Working Conditions

- Position: Administrative and Data Management Assistant
- Duration: up to 16 weeks at 30 hours/week at \$14/hr (dependent on approved funding)

### Direct Reports

- Some volunteer supervision

## Competencies & Skills Required

- Excellent organizational skills
- Strong attention to detail
- Data entry skills
- Strong communication skills
- Ability to multitask
- People-oriented individual
- Typing
- Ability to practice confidentiality
- Have the ability to analyze information for best practices
- Will require the individual to be able to communicate well and with tact and compassion when working with clients.
- Working knowledge of poverty (i.e. generational, situational, working poor)
- Post-Secondary, Field of studies: Social Services, Psychology, Child/Youth and Family Studies, Non-Profit Management, Computer Programming and Communications and Public Relations
- Adhere to the qualifications set by Canada Summer Jobs program (above)
- Provision of a vulnerable sector police check

HOPE House is an equal opportunities employer, committed to employment equity. HOPE House values diversity and invites all qualified candidates to apply.

**Resumes will be accepted until Friday, April 6<sup>th</sup>, 2018 at 4 pm**

**Please send to [operations@lakesidehopehouse.ca](mailto:operations@lakesidehopehouse.ca)**