

April 2, 2018

Position Title	Executive Assistant, Trainee
Position Type	12 month contract: April 2018 to March 2019
Reports To	CEO, CFO, and Vice President, Donor Partnerships
Division	Senior Affiliate Leadership Team (SALT)
Location	Toronto Office, 155 Bermondsey Road, Toronto, ON, M4A1X9

Habitat for Humanity Greater Toronto Area (GTA) is looking for an energetic and motivated individual to join our team to provide coordination and administrative support to senior leaders in the planning and organizing of Habitat for Humanity GTA's daily business activities. This individual will work closely with the CEO, CFO and Vice President, Donor Partnerships, learning valuable new coordination and organization skills to contribute to Habitat GTA's mission to support affordable home ownership for lower income families.

Organization Summary

Habitat for Humanity GTA is a non-profit housing organization that mobilizes volunteers and community partners to work with families to help them build a brighter future and break the cycle of poverty through affordable homeownership. Habitat GTA also operates a retail enterprise called ReStore, which sells new and gently-used home furnishing and renovation materials at great prices. ReStore proceeds support our mission to help working, lower-income families build a brighter future through affordable home ownership. ReStore operates 10 locations across the GTA.

Duties and Responsibilities

- Provides administrative support including, calendar management; scheduling appointments; drafting correspondence; maintaining electronic and paper files; and, performing general clerical tasks.
- Assists in the development and upkeep of plans, critical paths, meeting minutes, report updates, and budgets.
- Maintains database content related to assigned tasks, including data entry, merging of records, etc.
- Conducts online prospect research to support identification, cultivation and stewardship of prospective corporate and individual donors to support Habitat GTA's mission.
- Assist with logistics of Indigenous housing partnership project.
- Attends and assists third-party community events as Habitat representative as appropriate.

Qualifications

- An interest in developing a career in the non-profit sector or fundraising for charity.
- Friendly and professional demeanor, with a positive attitude and passion to help others.
- Good communication skills, verbal and written and good organization skills.
- Experience working with computers and Microsoft Office applications such (Word, Excel, Outlook, PowerPoint, mail merges) and online internet search engines.
- Strong work ethic and high energy.
- Availability to sometimes work flexible hours, including occasional evenings and weekends.

The duties may be amended from time to time.

If you are passionate about social change and committed to making a difference in your community, we'd love to hear from you!

To apply, please submit your cover letter and resume along with three references to hr@habitatgta.ca.

****Applications will be considered on a rolling basis until a suitable candidate is identified and offered the trainee position.**

Habitat for Humanity is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest in Habitat for Humanity GTA, however only those selected for an interview will be contacted.

The position is subject to Government funding. Candidate must be registered with Miziwe Biik Aboriginal Employment and Training.

Funding for this position is generously provided by:



Miziwe Biik
Aboriginal Employment and Training

