



Position Title: Volunteer Receptionist

Position Summary: To perform general administrative duties and provide support to the organization as required. This position ensures the functioning of the organization through completion of key duties, problem solving and troubleshooting.

Key Duties and Responsibilities:

- General Duties: acting as reception for the agency, general clerical duties (photocopying, mailing, and filing), email communication, communication with Pearkes staff regarding facility maintenance, managing payments and receipting including for Full o' Beans preschool;

Qualifications:

- Experience working in an office environment
- Experience with Microsoft Word, Excel, Publisher, Social Media would be an asset

Job Skills/Abilities:

- Extremely flexible
- Excellent oral, written and organizational skills
- Excellent interpersonal communication skills
- Ability to work effectively with program staff, volunteers, community members
- Ability to work independently and as part of a team
- Excellent problem-solving skills

Schedule: Weekly on Fridays, 9:00AM-1:00PM

Start Date: Friday April 6, 2018

How to Apply: Email cover letter and resume to admin@snplace.org by Monday March 26, 2018.