



We build strength, stability, and self-reliance.

Office Administration Assistant

This position is being advertised under the Canada Summer Jobs Initiative (CJI). To be eligible for this position, you must be between 15-30 years of age on the start date of the job. In addition, you must have been a full-time student during the previous academic year, and be intending to return to full time studies in the next academic year. You also must be a Canadian Citizen, a Permanent Resident, or a Refugee under the Immigration and Refugee Protection Act.

This position is also dependent upon funding from the CJI.

Habitat for Humanity Waterloo Region (HabitatWR) brings communities together to help families in need build strength, stability, and independence through affordable homeownership.

Employer Location

HabitatWR Office located at 120 Northfield Drive East, Waterloo ON N2J 4G8

Terms of Employment

30 - 40 hours per week. Although some flexibility may be required. Potentially 8-12 weeks ending August 31 2018.

Job Description

The Office Administrative Assistant is a connector within the organization bringing together the various aspects of HabitatWR. This position will assist our fundraising, family services, volunteer management staff and office coordinator in a variety of tasks helping to: organize, and archive materials, plan events, and market HabitatWR throughout the community. Some of the tasks the incumbent will be responsible for are:

- Provide administrative support such as records management and filing
- Database maintenance (Salesforce), inputting key stakeholder information, and archiving historical artifacts, including photographs
- Content writing and content management such as: assisting with the rebranding of HabitatWR's website and marketing assets, and maintaining social media marketing.
- E-marketing – using MailChimp. Design experience would be an asset.



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- Event planning including assisting staff in planning homeowner activities, workshops and celebratory events
- Researching best practices such as: photo management, mobile giving, and donor communications.

Key Skills

- Effective oral and written communication skills
- Strong interpersonal skills and ease working in a team environment
- Excellent organizational skills – able to prioritize and juggle multiple projects
- Strong research skills
- Ability to work independently, to take initiative, and see tasks to completion
- Sound technology skills. Database management and design software knowledge would be an asset
- An understanding of the non-profit, voluntary, and social services sector
- Ability to work flexible hours as needed

Posting closes on Friday May 4, 2018. Please send resumes to the attention of Susie Gutri, VP, Finance & Administration at sgutri@habitatwr.ca.

Habitat for Humanity Waterloo Region is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Habitat for Humanity Waterloo Region is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility of Ontarians with Disabilities Act (AODA). We will work with applicants requesting accommodation at any stage of the hiring process.