



Everyone needs a home

HFS Volunteer Program
90 Shuter Street, 1st Floor, Toronto, ON M5B 2K6
Phone: (416) 395-0907
Fax: (416) 214-1873

Administrative Support Assistant

Summary: We are looking for an individual possessing organizational and time management skills that would assist the Housing and Shelters Manager with data entry, research, filing and special projects, as well as provide general office support.

Qualifications:

- Previous office experience; time management; records management; filing; scanning
- Strong Verbal and Communication Skills
- Coordination and Organizational skills
- Knowledge of Microsoft Office, Word and Excel programs

Location: 90 Shuter Street, Toronto, ON M5B 2K6

Training Provided: Orientation to Homes First and Health and Safety Training, as well as regular guidance from the Supervisor regarding tasks and assignments.

Environmental Factors: Office Environment; sitting, typing, bending, filing, lifting.

Length of Commitment: 1-2-month commitment, 4 hours a week. Date and time is flexible and can be chosen by volunteer, however must be same time and day every week between Monday – Friday 9am-5pm.

Reports to: Housing and Shelters Manager

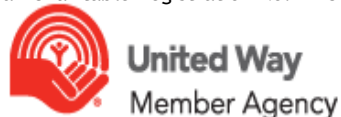
Benefits of Volunteering:

- Professional and social networking
- Learn or develop new skills
- Share your skills and talent
- Motivation and sense of achievement
- Gain work experience
- Enhance your resume
- Build self-esteem and self-confidence
- Make an impact in the social services field
- Sharpen leadership skills
- Support something in which you believe

Grounds for Termination:

- Failure to carry out assigned responsibilities

Registered Canadian Charitable Registration No. 118962182 RR





HFS Volunteer Program
90 Shuter Street, 1st Floor, Toronto, ON M5B 2K6
Phone: (416) 395-0907
Fax: (416) 214-1873

Everyone needs a home

- Misrepresenting Homes First or its policies
- Breach of confidentiality

Contact Person: Volunteer Coordinator

Please send your resume and cover letter to the Volunteer Coordinator at Laura.olsheski@homesfirst.on.ca or via fax (416) 214-1873.

Registered Canadian Charitable Registration No. 118962182 RR



United Way
Member Agency