



INTERNAL / EXTERNAL JOB POSTING

Receptionist/Administrative Clerk, Relief

Massey Centre (“the Centre”) is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

The Centre requires a **Relief Receptionist/Administrative Clerk** to provide effective and efficient reception, administrative and clerical services while the regular staff is on leave. This is a confidential position and is excluded from the bargaining unit.

- Term:** Unscheduled and works on a call-in basis
- Department:** Finance and Administration
- Reports to:** Executive Assistant
- Qualification:**
- High school diploma and community college training in office systems and administration, or equivalent education and experience
 - Excellent interpersonal/communication skills and ability to work collaboratively as a team member
 - Proficiency in Microsoft Office Suite (Word, Excel, Power Point, Microsoft Publisher)
 - Detail orientation with strong organizational skills
- Working Condition:**
- Manual dexterity to use desktop computer and peripherals
 - Intermittent physical activity, including walking standing, sitting and lifting
 - Ability to lift items as heavy as 10 lb.
 - Flexibility to work overtime as required
- Closing Date:** **December 8, 2021; 5:00 p.m.**

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

Date of posting: November 24, 2021



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In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005*, and the *Massey Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Centre encourages applications from persons who represent the diverse populations we serve.

Qualified applicants should send their cover letter and resume by the closing date to:

Human Resources

The Massey Centre for Women

1102 Broadview Avenue

Toronto, ON M4K 2S5

Fax: 416-425-4056

OR

Email: hr@massey.ca (please quote "Receptionist/Administrative Clerk, Relief" in the subject line)

We thank all applicants, however, only those we select for interview will be contacted.

Date of posting: November 24, 2021