

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Administrative Assistant	Competition #:	20-092
Ministry Unit:	Kingston Citadel	Position Type:	Temporary Part Time (Maternity Leave 10 month term)
Salary Range:	\$16.00 per hour	Date posted:	September 24, 2020
City:	Kingston, ON	Posting Expires:	October 17, 2020
Applications Accepted By:			
Email: Kathleen_Ingram@can.salvationarmy.org Attention: Major Kathleen Ingram Resume and Cover Letter (preferred) Please no phone calls.		Mail:	
Position Description			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone's worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Receive and direct phone calls and/or messages in a prompt, friendly and efficient manner • Greet and/or direct individuals requiring access to the building during business hours • Input bi-weekly timesheets into The Salvation Army web-based payroll system • Set up and process Kingston Citadel building rentals • Receive, document and provide receipts for walk-in donations • Maintain accurate petty cash and complete petty cash reconciliation • Assist with weekly church and various departmental deposits • Prepare weekly Corps bulletin and distribute by email • Input monthly stats via SAMIS system • Process weekly Thrift Store Cash Reports and forward to the Finance Department • General maintenance and upkeep of office supplies and photocopy room • All other duties as requested 			
QUALIFICATIONS:			

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- Ability to work in compliance with The Salvation Army Mission statement
- Excellent communication, interpersonal and organizational skills
- Ability to multi-task in a fast-paced environment
- Work independently as well as cooperatively in a team setting
- Sound knowledge of and ability to utilize social media and blogging strategies
- Proficient computer skills including; Microsoft, Excel, PowerPoint, Publisher, Database programs and Internet
- Possess a valid driver's license with access to a reliable vehicle

Successful candidate will be required to provide upon hiring:

- A clear criminal record check
- A clean drivers abstract
- Participate in our online Armatus Abuse Training and Health and Safety training required upon hiring, as well as updated annually

HOURS: 22 hours per week

30 hours per week November – December

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.

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