



Founded in 1965, Christian Horizons is a non-profit, faith-based charitable organization supporting people with disabilities in Canada and around the world. With over 3,500 employees, Christian Horizons supports nearly 2,000 people with developmental disabilities and their families. Christian Horizons supports people within their communities throughout Ontario and Saskatchewan. Internationally, Christian Horizons works in partnership with local organizations to promote the inclusion and rights of people with disabilities in six developing countries.

TEMPORARY (Approx. Until January 2020)
FULL-TIME DISTRICT ADMINISTRATIVE CLERK
(40 hours/week)
WEST DISTRICT, KITCHENER

The West District is looking for an exceptionally organized and self-directed Administrative Clerk who is seeking an opportunity for leadership development and is interested in expanding their influence to provide temporary administrative support to a variety of operations within the West District Leadership team. An essential part of your role will also include supporting Recruitment and Employee Relations activities, in collaboration with the Recruitment and Employee Relations Specialists (“RERS”); this includes administrative supports with receiving and tracking applications, conducting telephone screening, coordinating interview meetings as directed by the RERS, and preparing and responding to communications with external candidates. Reporting to the Systems Manager, this position will be based out of the District Office in Kitchener.

Requirements: A College Diploma in a relevant field is required. Work experience in the developmental service sector or related field is preferred, as is experience working in an office environment. As the successful candidate for this position you will be a self-motivated individual who demonstrates initiative, excellent organizational, multi-tasking, and problem-solving skills. You will provide assistance with the daily functions of a busy office environment, and interact with a multi-disciplinary team of managers and specialists. You will possess exceptional communication skills, as well as a proven ability to build rapport and liaise with other agencies and community partners, and the ability to maintain professional boundaries and confidentiality in all interactions. You will be expected to display outstanding professionalism and business etiquette in all your interactions, and be comfortable speaking on the telephone, upholding the Service Principles, and Vision, Mission and Values of Christian Horizons to external applicants. You will be required to work well both independently and as part of a team. You will excel in prioritizing a diverse workload, demonstrate excellent computer skills (MS Word and Excel; required experience using functions such as mail merging in MS Word, and macros in Excel). A preferred asset includes experience using video conferencing technologies, and previous experience working in a customer service setting. Applicants should also have previous administrative experience; related education/training is considered an asset. You will exhibit passion and diplomacy as you professionally represent the Christian Horizons in all your interactions, as you will often be the first point of contact within the District Office. A preferred asset also includes proficiency in speaking/reading French.

All persons may apply regardless of religion or any *Human Rights Code* protected grounds. *We seek to provide accessibility through all stages of the hiring process for all applicants with disabilities consistent with our Accessibility Policies and the AODA. Please let us know if you require an accommodation and we will work with you to meet your accessibility needs.*

Application Deadline: March 17, 2019

Start Date: March-April 2019

APPLY BY ONLINE APPLICATION: <https://www.christian-horizons.org/careers>

We thank all applicants; however, only those qualifying for an interview will be contacted. Please visit our web site at www.christian-horizons.org



Include your résumé and a cover letter that details a summary of relevant education/experience, and your personal vision for how your qualifications and experiences align with Christian Horizons' Vision, Mission and Values.

Submit your application package to:

Anca Mihaila
Recruitment and Employee Relations Specialist
c/o West District
4278 King Street East, Kitchener, ON
Email: amihaila@christian-horizons.org