



Trenton Military Family Resource Centre (MFRC) Internal and External Job Posting

POSITION: Welcome Reception (12 month contract, maternity leave backfill)
TYPE OF EMPLOYMENT: 1.0 PTE (Unionized)
RESPONSIBLE TO: Welcome & Transition Coordinator

Our Mission

To promote and facilitate community-based services that enrich, strengthen, and enhance the quality of life for our military families.

Our Vision

Where every military family feels welcome and supported.

General Position Overview

The Welcome Reception position is integral to military families feeling welcome and supported. This position is the first point of contact for military families and plays an essential role in guiding them to the program or service they are seeking. This position will require a thorough understanding of the unique and demanding lifestyle experienced by military families and how these challenges can affect the family. The Receptionist is an important bridge between the community and the Trenton MFRC itself. This position requires an ability to meet people in a friendly and efficient manner and reply to a variety of inquiries and requests.

Hours of Work

Hours of work are part-time (approx. 20 hours per week), based on the needs of the Trenton MFRC and may include evening/weekend hours.

Start Date: To be discussed.

Qualifications and Competencies

The Receptionist will have:

- A post-secondary degree/diploma from a recognized University or Community College in Office Administration, or equivalent training and experience in Office Administration;
- At least two (2) years experience in Office Administration and reception;
- A welcoming, respectful approach;
- A high degree of interpersonal, communication and leadership skills;
- Written and oral fluency in English and French;
- Proficiency in various computer applications such as Email, Google Drive, Microsoft Office, Excel, and client management databases, and the ability to adapt to new applications as they become available;
- Experience handling and balancing cash;
- Understanding of the unique military lifestyle issues faced by the family members of Canadian Armed Forces Members;
- An approved vulnerable sector screen and police records check;
- Experience working with a community based or social service agency would be considered an asset.

If interested and qualified, please submit your resume to Anne Tremblay at anne.t@trentonmfr.ca, no later than May 24, 2022.

cc: Elizabeth Nicholas, Debbie VanOoyen

Posted: May 10, 2022