



## Job Posting

### Reception Assistant – Summer Contract

The Ralph Thornton Community Centre (RTCC) is a dynamic neighbourhood centre involved in community development, social justice and environmental issues in South Riverdale. We collaborate with others to create a healthy, inclusive and vibrant community.

We are seeking a Reception Assistant (Summer Contract) for the Centre, providing administrative support and assistance to individuals using the free public access computer resource (the Louis Pearsall Exchange Loft). This position is contingent on receiving grant funding.

#### Responsibilities:

- Assist the Receptionist with the overall responsibilities for the reception area of the Ralph Thornton Centre, including answering phones, taking messages, typing, making referrals, etc.;
- Assist with space bookings, including data collection and analysis of past bookings;
- Provide assistance to users of the "Exchange Loft" public access computer bank;
- Provide occasional support to Management and Program staff;
- Communications support, including updating website and social media accounts, producing newsletters and other communications products;
- Sorting and cataloguing old records for archiving and destruction;
- Help maintain a healthy and safe environment within the Centre; and
- Perform other duties as required.

#### Qualifications:

- Experience working with the public and an ability to troubleshoot and problem solve;
- Understanding of computer applications including Word, Excel, and Publisher. Knowledge of WordPress an asset;
- A working knowledge of a computerized environment (e.g. email, multiple line phone system);
- Strong interpersonal skills with the ability to function effectively with limited supervision;
- Excellent communication skills (oral and written);
- Excellent organizational and time management skills
- Chinese language skills an asset;
- Experience (employment or volunteer) in a non-profit community organization an asset.

**Rate of Pay:** \$19.14 to \$22.90/hour + 4% vacation pay (CUPE L. 2998 Wage Schedule 2017, Wage Grade 4)

**Contract:** 19 May through 11 September 2020, inclusive

**Hours:** Primarily 9:00-5:00 PM (35 hour week)

**Closing Date for Application:** 5:00 PM, Friday 3 April 2020

Please send resume and cover letter by fax, email or mail to:

Glenn Gustafson, Business Manager [glenn@ralphthornton.org](mailto:glenn@ralphthornton.org)

Ralph Thornton Centre  
765 Queen St. East  
Toronto, M4M 1H3  
Fax: 416 392 0025

**Subject Line:** Summer Student Reception Assistant, Ralph Thornton Community Centre

Accommodation will be provided in all parts of the hiring process as required under the City of Toronto's Employment Accommodation policy. Applicants need to make their needs known in advance.

We thank all applicants. Only those selected for an interview will be contacted.