



Receptionist – Seasonal

The Receptionist - Seasonal provides a welcoming and administrative support to Haliburton Highlands Health Services Foundation on a casual and seasonal basis. As a first point of contact for visitors, donors and potential donors the Receptionist will perform duties as receptionist, special events support and provide guidance to volunteers. The individual in this role enjoys working with a wide range of people in the healthcare setting, is organized and skilled in the use of office and cloud-based software and has an understanding of the not-for-profit sector. This position reports to the Executive Director.

What will be expected of you:

- Reception duties include a welcoming response to in-person, phone, mail and email inquiries.
- Address donor and potential donor inquiries in a timely and confidential manner including referral to other Foundation staff as appropriate.
- Receive and process donations, process purchases of Foundation merchandise and lottery ticket sales onsite or at events in a web-based database system.
- Administrative support to the Foundation team including calendar bookings, archiving of publicity and marketing materials, photos and news clippings, data entry.
- Assist in supporting and scheduling volunteers.
- Assist with other office administration tasks as identified.

The qualities that will make you a good fit for this role:

- Experience in a similar position in a community-focused organization.
- Knowledge and connection to the communities in Haliburton County.
- Excellent people relationship skills.
- Good organizational skills.
- Good attention to detail.
- Competent in the use of office and cloud-based software including databases.
- Flexible and able to attend the office or events, sometimes on short notice.

What you can expect of us:

- This is a non-union casual position; compensation is \$21 per hour.
- This role will start 1 day a week in October 2024, ramping to 4 days a week in November and December to a maximum of 35 hours a week with an end date of January 3rd. This is an in-person office position. Hours will be scheduled within 8:30-4:30 Monday to Friday.
- A small, dedicated, caring and approachable team of fundraisers, multi-taskers, collaborators and donor supporters who are open to learn and adapt to change.
- If accommodations are required, please provide your requirements when contacted in the selection process. Information received relating to the accommodation needs of applicants will be kept confidential.

SUBMIT RESUME TO: Melanie Klodt Wong – mklodtwong@hhhs.ca and include “APPLICATION: Reception - Seasonal” in the subject line. Resumes will be reviewed as they are received and only those who have been selected for interviews will be contacted.

Haliburton Highlands Health Services Foundation strives to create a culture that is inclusive, kind and supportive in an environment that fosters belonging. We encourage all those interested and enthusiastic about fundraising in Haliburton County to apply.