

Job Posting

The John Howard Society of Windsor-Essex County (the Society) is a non-profit organization with a mission to promote effective, just and humane responses to crime and its causes. The Society has been providing a broad range of evidence-based and outcome-driven community services in Windsor-Essex for 70 years. Our organization has a strong history of helping individuals and families who are at risk of, or who have come into conflict with the law.

Applications are currently being accepted from youth between the ages of 15-30 (at the start of employment) for the position of **Youth Canada Summer Job—Receptionist/Bookkeeper**. The individual will assist with front desk responsibilities at our Windsor Office location. The position will be 35 hours/week at \$14 per hour, reporting to the Executive Director and working under the direction of senior staff members. The position is a fixed term of 8 weeks.

Duties will include:

- Managing the front desk/waiting room
- Greeting clients
- Scheduling client appointments
- Answering phone calls and directing inquiries
- Providing clients with information regarding community and agency resources
- Monitoring fax and email
- Completing paperwork and documentation
- Completing office tasks as assigned
- Collecting information from clients
- Completing data entry, bookkeeping and filing

Candidates should possess:

- An understanding of the criminal justice system and knowledge of services for adults either in group or individual programming.
- An understanding of psychology, social work, sociology, criminal justice or other relevant fields of study.
- Excellent written and verbal communication skills.
- Ability to multitask efficiently in a fast paced environment.
- Initiative and an ability to work independently and as part of a team.
- Ability to follow direction, meet deadlines, and excellent organizational and planning skills.
- Computer proficiency in Microsoft Office, Internet, database systems and email.
- Knowledge of non-profit community agencies is desirable.
- Ability to manage confidential and sensitive information with diplomacy and tact.
- A satisfactory police records check for access to vulnerable populations.

Eligibility Requirements:

- Be between the ages of 15-30 at the start of employment.
- Be a Canadian citizen, permanent resident, or person to who refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Have a valid Social Insurance Number at the start of the employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Interested candidates should submit resumes by email in PDF format no later than October 6, 2020 at 4:30pm EST to careers@jhswindsor.com. The job title should be included in the subject line of the email.

We are an equal opportunity employer. While we thank all applicants, only those invited for an interview will be contacted. If you have a disability and require support during the selection process, you are encouraged to identify your needs if you are selected for an interview.