



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

416-461-8143 | www.applegrovecc.ca

JOB POSTING

Evening Office Coordinator (Casual Relief)

POSITION SUMMARY

The Evening Office Coordinator acts as the on-site afternoon and evening administrative worker. This role involves front desk and telephone reception, dealing with inquiries, providing photocopying, collating, filing, mailing and data entry support, maintaining key agency databases, establishing and sustaining a welcoming and organized office environment and providing support for administrative and program staff.

MAJOR RESPONSIBILITIES

- Welcome visitors, answer the telephone and deal effectively with inquiries
- Maintain and update the membership, volunteer, donor and agency databases
- Establish and sustain a warm, friendly, clean, organized atmosphere in the office
- Provide support for other Applegrove administrative and program staff
- Register participants in programs as needed
- Photocopying, collating, filing, mailing, some typing, and computer data entry into database and accounting programs
- Support bookkeeping e.g. front desk cash handling, payroll, fee billing and reconciliation
- Prepare, receive and send out mail
- Develop and maintain up to date knowledge of Centre programs, services, and events
- Ensure rooms are open and available for programs and bookings, and closed after use

KNOWLEDGE AND EXPERIENCE

- Experience in administrative support roles
- Experience working with diverse and marginalized populations
- Familiarity with, and sensitivity to, diversity and inclusion in the workplace and in society
- Ability to establish priorities, work independently
- Ability to engage with community member with empathy, energy and a positive attitude
- Exceptional verbal communication and interpersonal skills
- Demonstrated experience using Microsoft Office, particularly Word and Excel
- Demonstrated proficiency in written/oral communication (writing, formatting)
- Experience filing, photocopying, and collating, keyboarding, and verifying information
- Ability to manage issues calmly and effectively
- Assets include prior experience in a community organization and/or with children, youth or volunteers and a second language

TERMS OF EMPLOYMENT

Hours per Week	Hours will be based on need
Hours of Work	In afternoons and evenings, from Mondays to Fridays
Union Status	Union Position - CUPE Local 2998 – Wage Grade 4
Starting Hourly Rate	\$20.07 (City of Toronto 2023 Wage Grid for Union Staff)
Benefits	Eligible to enrol in OMERS pension plan from day one
Reports to	Executive Director
Location	Due to the nature of the work, this job will be performed onsite

Other Requirements:

- A satisfactory Police Records Check will be required (Applegrove will cover the cost)

APPLICATION INSTRUCTIONS

Provide your cover letter and resume no later than 6pm on September 28 to:

Susanne Burkhardt, Executive Director
Applegrove Community Complex
60 Woodfield Road, Toronto, Ontario, M4L 2W6
Email: sburkhardt@applegrovecc.ca

For email submissions please use the subject line “Evening Office Coordinator” and provide your cover letter and resume as one PDF document.

Applegrove is an equal opportunity employer and encourages applications from diverse candidates.

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the City of Toronto’s Accommodation Policy, accommodation will be provided in all parts of the hiring process. Applicants are asked to make their needs known in advance.