



**FAIRFIELD GONZALES**  
COMMUNITY ASSOCIATION  
the place to connect

**JOB POSTING:**

**Reception Support**

Start date: May 27th, 2019

Posting date: May 6<sup>th</sup>, 2019

Posting closes: May 13<sup>th</sup> 5:00pm

The FGCA is a non-profit charitable society governed by a Board of Directors. We are a multi-faceted community organization that runs licensed programs (preschool, out-of-school care and daycare) and community programs and services for individuals of all ages and stages. Here at the FGCA our mission is to create a collaborative, inclusive, sustainable and connected community. The Reception Support role will provide part time front desk support at Fairfield Community Place at 1330 Fairfield Rd.

**Rate of pay:** \$17.50 - \$18 per hour

**Hours:** 16 hours per week: Mondays, Tuesdays, Wednesdays, Thursdays 4:00pm – 8:00pm

Possible reduced hours during July and August, pending consultation with the successful candidate.

**Start date:** May 27th, 2019

**POSITION OVERVIEW**

Reporting directly to the Office and Communications Manager, this position will support administrative operations and facility usage at Fairfield Community Place.

- Welcome and respond to visitor inquiries through phone, email and in person
- Process program registrations and payments
- Provide administrative/secretarial support to FGCA staff, as delegated
- Support renters, program users, and the general public utilizing the centre

**QUALIFICATIONS**

- Computer competence and familiarity with MS Office suite required
- Excellent communication, interpersonal and organizational skills
- Strong problem solving and troubleshooting skills
- Highly responsible & reliable
- Able to lift and move folding tables and chairs
- Adaptable to a distractive, noisy work environment
- Comfortable with small children (preschool age and younger)
- Ability to work as part of a team
- Ability to work independently
- Have current First Aid training with CPR-C
- Consent to a Criminal Record Check

**WORK SETTING:**

- Highly interruptible and diverse reception setting
- Will frequently be the only staff onsite

Interested individuals are requested to forward their resume and cover letter to Pippa Davis via email to [office@fairfieldcommunity.ca](mailto:office@fairfieldcommunity.ca) or in person at Fairfield Community Place, 1330 Fairfield Road. Please include "Reception Support" in subject line of email.

We thank all applicants for their interest. However only those selected for an interview will be contacted.

**Application deadline is Monday May 13th at 5:00pm**