



CANADA SUMMER JOB PROGRAM

Position Title: CLIENT AND RECEPTION SERVICES SUPPORT

Since 1989, Action Housing has been offering bilingual services pertaining to affordable housing and homelessness prevention in Ottawa, in partnership with Community Health and Resource Centres and many other organizations serving the community. Action Housing is a charitable organization devoted to helping and providing the necessary tools to low and moderate income individuals and families to access and maintain safe, adequate and affordable housing.

DUTIES:

TASKS RELATED TO CLIENT SERVICES

- Greet clients at the reception desk and on the telephone;
- Assist and support clients using the drop-in resource centre;
- Complete social housing request forms;
- Identify housing opportunities;
- Identify and print new housing advertisements.

OTHER TASKS

- Scan and save documents;
- Archive completed files;
- Various administrative tasks.
- Participate in team meetings;
- Perform research and analysis for a variety of issues/topics/needs.

SKILLS/INTERESTS REQUIRED FOR THIS POSITION:

- Aged 15 to 30 years old;
- Enrolled as a post-secondary student in the previous academic year and intending to return to school on a full-time basis in the next academic year;
- Bilingual (French/English);
- Effective communication;
- Experience working with Word, Excel, and PowerPoint;
- Experience working with internet search engines;
- Ability to work independently;
- Ability to prioritise and organise work.

DURATION: 8 weeks – Early July 2019 – End of August 2019

SCHEDULE: 35 hours per week / 8:30AM to 12:00PM and 1:00PM to 4:30PM

COMPENSATION: \$16 / hour

PLACE OF WORK: Action-Housing, 261 Montreal Road – Suite 200, Ottawa, ON, K1L 8C7

Please send your resume to the selection committee by end-of-day, June 14th 2019: emilie@action-logement.ca