



Position: Receptionist

Seasonal Term: October 29 to December 28, 2018
8 to 30 hours a week; weekdays, evenings and weekends

The Receptionist is the first point of contact for the organization. Reporting to the Volunteer & Community Engagement Manager you will be involved in the day-to-day operations of the campaign to ensure the spirit of Christmas arrives to over 25,000 less fortunate children in Edmonton this year.

A typical day may include

- Key holder responsible for opening and/or closing Santas Depot
- Communicating with the general public, donors, volunteers, recipients in person, via email and telephone in a timely and professional manner
- Having way too much fun and spontaneously breaking out into song
- Data entry, more data entry and filing
- Receiving toy and monetary donations, including unloading toys from a vehicle in the snow into Santas Depot
- Enthusiastically expressing volunteer and donor appreciation
- Updating the website and assisting with social media posts
- Training volunteer greeters
- Keeping the break and main entrance areas tidy and clean
- And the ever popular “other duties as assigned” such as: stuffing envelopes, ordering coffee and office supplies and making a big deal when a child visits Santas Depot

You

- Demonstrate the values of 630 CHED Santas Anonymous
- Are amazing and fun
- Have a clear and delightful telephone manner
- Possess exceptional written and oral communication skills
- Must be available December 15 and 16
- Consider Microsoft Office 13 and finding your way around the internet a breeze
- Thrive on taking a challenge and finding a creative solution
- Work with Word and Excel daily and can teach the rest of the elves some shortcuts
- Are as excited to come to work as you are to leave work
- Have experience with Donor Perfect or other databases and are so accurate with data entry it is astounding
- Can explain just about anything to anyone and have them understand
- Are a positive self-motivator and love to inspire others
- Can physically lift thirty pounds
- Look good in a black vest and an elf hat
- Are willing to provide a criminal record check

Interested applicants are invited to submit via email a cover letter and resume. Ensure the subject line reads “Receptionist”.

Resumes accepted until noon on October 17, 2018
Lana Nordlund, Executive Director
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