



Position: Receptionist

Seasonal Term: October 28 to December 31, 2019
16 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 20,000 less fortunate children in Edmonton this year.

A typical day may include

- Opening and/or closing Santas Depot as you are a primary key holder
- Communicating with the public including donors, volunteers and 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 assisting the unloading toys from vehicles in all kinds of weather
- 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
- Being confident and forthcoming with evacuation and fire procedures as you will be Santas Fire Marshal
- 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 in English
- Must be available December 14
- 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 easily 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 11, 2019
Lana Nordlund, Executive Director
lana@santasanonymous.ca www.santasanonymous.ca