

# Employment Opportunity

## The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Assistant Kettle Coordinator	<b>Competition #:</b>	
<b>Ministry Unit:</b>	Bethany Hope Centre	<b>Position Type:</b>	Temporary Full-time
<b>Salary Range:</b>	\$17.00/hr	<b>Date posted:</b>	Aug 30, 2019
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	September 14, 2019
<b>Applications Accepted By:</b>			
<b>E-mail:</b> sandra_randall@can.salvationarmy.org <b>Attention:</b> Sandra Randall <b>Please no phone calls.</b>		<b>Mail:</b>	
<b>Position Description</b>			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p><b>Mission Statement</b>  The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p><b>Core Values</b>  The Salvation Army Canada and Bermuda has four core values:</p> <p><b>Hope:</b> We give hope through the power of the gospel of Jesus Christ.  <b>Service:</b> We reach out to support others without discrimination.  <b>Dignity:</b> We respect and value each other, recognizing everyone's worth.  <b>Stewardship:</b> We responsibly manage the resources entrusted to us.</p> <hr/> <p><b>POSITION PURPOSE SUMMARY:</b></p> <p><b>THE SALVATION ARMY BETHANY HOPE CENTRE ANNUAL CHRISTMAS KETTLE CAMPAIGN SERVES AT BETHANY HOPE'S PRIMARY FUNDRAISING PROGRAM SUPPORTING ITS ANNUAL COMMUNITY AND FAMILY SERVICES PROGRAM AND INITIATIVES.</b></p> <p><b>RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Assist the Resource Development Coordinator with the 2019 Kettle Campaign from Oct 15, 2019 – Dec 23, 2019</li> <li>• Assist the Kettle Coordinator to establish and maintain effective relationships with local businesses and the community; establish kettle placements within the community; communicate all kettle placement details in an effective and timely manner; represent the Salvation Army in a positive, professional manner</li> <li>• Assist with inventory of Kettle Supplies and order to replenishments as needed</li> <li>• Assist to coordinate the kettle schedules for all Kettle locations within the Bethany Hope Centre community</li> </ul>			

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- Ensure Kettle placement locations have adequate supplies; deliver supplies as needed; ensure Kettle bubble and stand are in good working order
- Assist Kettle Coordinator to establish, coordinate and schedule teams to pick up full kettles nightly and as per SA Guidelines; train Kettle pick up people; be available to pick up kettles as required
- Maintain excellent records of all money taken at the various kettle locations
- Prepare and send out thank you letters to all volunteers, volunteer groups, paid workers, businesses etc.
- Perform other Community Kettle Coordinator Assistant duties assigned by Kettle Coordinator
- Able to work flexible hours including evenings and Saturdays
- Help to fill in for kettle shifts when volunteers are absent

### QUALIFICATIONS:

SUCCESSFUL CANDIDATE WILL BE REQUIRED TO PROVIDE UPON HIRING:

- Understand, agree to, and work in accordance with the of The Salvation Army Mission Statement
- Previous experience coordinating and organizing fundraising projects or special events is an asset
- Excellent time management and organizational abilities
- Previous experience managing volunteers
- Ability to work under pressure
- Previous experience working with computers with MS Office and Excel
- Excellent interpersonal skills
- Highly professional
- Valid G driver's license and a clean drivers abstract as well as access to a vehicle and cell phone
- A current clear Criminal Police Investigation Check (CPIC)
- Ability to communicate effectively, and with ease, in English (both orally and written)
- Experience with general office equipment and a good working knowledge and proficiency in Microsoft Office applications (especially MSWord and Excel)

**HOURS: TBD**

*The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.*

We thank all applicants, however, only those candidates to be interviewed will be contacted.

*Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.*

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