



NOVA VITA
Help • Hope • Heal

Nova Vita Domestic Violence Prevention Services
59 North Park Street, Brantford, ON N3R 4J8
519-752-1005 | info@novavita.org | novavita.org

Employment Opportunity

Position:	Receptionist
Department:	Administration
Reports to:	Business Manager
Employment Type:	Temporary Full Time –up to 6 months
Hours of Work:	30 hours per week, Monday-Friday
Starting Wage:	\$18.08/hour
Benefits Available:	EAP
Location:	59 North Park St, Brantford, ON
Start Date:	As soon as possible
Date Posted:	April 14, 2025
Closing Date to Apply:	April 25, 2025

Job Summary

To provide administrative support to the organization.

Qualifications

- High school diploma required
- Post-secondary degree or diploma in Business Administration or a related field or equivalent combination of education and experience is an asset
- Experience working in social service organizations is an asset
- Computer literacy is essential
- Successful police vulnerable sector check
- Valid driver's licence, insurance, and access to vehicle is an asset
- Good understanding of domestic violence, gender-based violence and homelessness issues
- Ability to lift and carry up to 30lbs.

Knowledge, Skills and Abilities

- Knowledge of Nova Vita programs and services
- Excellent organizational skills and attention to detail
- Excellent communication skills, both verbal and written
- Excellent interpersonal, professional, and time management skills
- Ability to multi-task, prioritize, and problem solve in a fast paced work environment
- Working knowledge of the Brantford/ Brant County Community

- Ability to have a flexible work schedule

Duties and Responsibilities

- Provide clerical support to the administrative team including filing, organizing, minute taking, transcribing, scanning, photocopying
- Answer the business phone and redirecting calls
- Welcome visitors and accompany through the building when necessary
- Accept and process monetary and non-monetary donations
- Prepare, coordinate, and process courier packages
- Assist with special events as required
- Perform other duties as assigned

Accountabilities

- Adhere to a strict policy of confidentiality
 - Regular and punctual attendance for work and meetings
 - Adhere to agency policies and procedures at all times
 - Maintain health and safety requirements at all times, including COVID-19 prevention protocols
 - Work cooperatively with all staff, volunteers and members of the community at large to serve the best interests of the agency
 - Maintain a professional image at all times
 - Regularly report to the Business Manager
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Application

If you require accessibility accommodations during the recruitment process, please notify us to arrange appropriate accommodations. Nova Vita is an equal opportunity employer and strives to be reflective and inclusive of the communities we serve. We encourage individuals who identify as Indigenous, racialized, immigrant, 2SLGBTQIA+, or disAbled to apply.

We appreciate your interest in this employment opportunity, however only those selected for an interview will be contacted.

Interested and qualified applicants should submit their resume and cover letter by **April 25, 2025 at 4:00 pm**, to:

Human Resources
Nova Vita Domestic Violence Prevention Services
Email: HR@novavita.org
Email Subject: Receptionist