

CORNERSTONE/LEPILIER
JOB DESCRIPTION
STUDENT – ADMINISTRATION

Mission Statement

Cornerstone Housing for Women offers emergency shelter and supportive housing for a diversity of women. Our services are offered in an environment which promotes dignity and a sense of hope. We are committed to public education and advocacy and strive to increase safe, affordable housing and to end homelessness.

Service Description

Cornerstone supportive housing communities offer affordable supportive housing for women at risk of homelessness. Residents are provided with permanent housing, basic necessities, and support to work toward their personal goals for sustainable, independent living. The resident-centred approach encourages the strengths and abilities of tenants and assists them to live independently in the community.

Job Summary

The Student is an employee of the Anglican Diocese of Ottawa and will report to the Executive Director of Cornerstone/LePilier or her Administrative management-team designate and will assist the team in carrying out designated project work and administrative functions in the general area of Administration, Human Resources, Volunteer Development and Public Relations & Fundraising. This will include some computer support, conducting research on various topics including but not limited to organizational policies, Occupational Health & Safety, Labour Relations and producing and preparing Public Relations materials and other documents for distribution. The Student will act as back up coverage for volunteer receptionists as required.

Qualifications

- **Currently pursuing Post-Secondary education in Administration / Human Resources or related field**
- **Excellent computer skills (Microsoft Word, Excel Spreadsheet, Access Database)**
- **Good Math, Spelling and Grammar Skills**
- Sensitivity to and willingness to understand the needs of women experiencing homelessness, poverty, trauma, abuse, mental illness, addictions, discrimination, new arrival, and other personal and systemic challenges to independent living
- Effective communication and interpersonal skills
- Excellent organization skills
- Ability to work both independently and as a member of a team
- Emotional maturity and level of confidentiality conducive to the supportive housing environment.
- **Meet eligibility requirements for participation in the CSJ initiative:**
 - Between 15 and 30 years of age at the start of the employment;
 - Registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
 - Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* ; and,
 - Legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.
- Bilingualism is an asset

Please send resume and cover letter by May 3, 2015 quoting File #CSJAdmin via email to:

jobapplications@cornerstonewomen.ca

attn: Janet McCullough, Human Resources Manager

Cornerstone is an Equal Opportunity Employer.