



Job Posting – Administrator, Cornerstone Housing for Women

Cornerstone Housing for Women has an exciting opportunity in a fast paced, multitasking environment for a highly organized individual holding a University degree in Administration with an emphasis in office administrative practices. The candidate will have five plus years' developing and implementing policies and procedures for General Office Administration, Information Technology and Communication systems. Solid knowledge and abilities using and troubleshooting a variety of hardware, software, business equipment and technologies is also required. Bilingualism is strongly preferred. An affinity for working with people experiencing homelessness, mental health challenges, addictions, trauma, abuse and poverty is essential.

Please refer to Cornerstone website www.cornerstonewomen.ca for more details regarding Cornerstone, the position and application requirements.

The Anglican Diocese of Ottawa is an equal opportunity employer which encourages diversity and offers a competitive salary and benefits package, commensurate with experience. Please send an electronic copy of a cover letter, resumé and a completed "Requirements" chart by Sunday 30 May 2015 to jobapplications@cornerstonewomen.ca Cover letters should be addressed to:

S. Janet McCullough,
Human Resources Manager
Cornerstone/LePilier

We thank all who apply. Only those selected for an interview will be contacted.

Cornerstone / Le Pilier

Housing for Women / Logements pour Femmes

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172 rue O'Connor St., Ottawa, ON K2P 1T5 Tel: 613-237-4669 Fax: 613-237-5659

515 rue MacLaren St., Ottawa, ON K1R 5K5 Tel: 613-233-2243 Fax: 613-233-9529

www.cornerstonewomen.ca