



Personnel/Staff

Gerry Lafferty
BA en Psychologie
BA Psychology
Directeur/Director

Evita Karasek
Coordinatrice des popotes
Roulantes
Meals on Wheels
Coordinator

Amel Tessier
Assistante administrative

Sarah Dean
Entretien à la cuisine

LuMing Fang
Aide cuisinière

**Conseil d'administration/
Board of Directors**

Exécutif/Executive

Dave McKenzie, President
Andrew Sarrasin, Vice-
President
Nevila Vejuka, Trésorière/
Sarah Mudrosky, Secrétaire

**Membres du conseil/
Board Members**

Stephanie Dupont
Elizabeth Macdonnell
Linda Bernier
Naomi Kogan
Andrea Pukteris
Cliff Rodgers

**Programmes et Services/
Programs and Services**

Tai Chi
Yoga sur chaise Community
Luncheons
Peinture niveau 1&II
Dessin
Vie active
Courte pointe
Conférences
Groupe de discussion
Bingo
Artisanat

Services

Popote roulante
Repas communautaires
Autobus
Transport
Épicerie en groupe
Bénévolat

New Hope Senior Citizens' Centre Office Clerk Position

New Hope is a not for profit community organization offering programs for seniors aged 65 and over. New Hope's mandate is to break senior isolation and to keep our members active in the community with emphasis put upon food services. New Hope is open five days a week.

New Hope is looking to hire an Office Clerk for a contract of 30 weeks (with a possibility of full time work following the 7 months). The candidate will need a letter of admissibility for Emploi Quebec's Subvention Salariales program. This letter is a necessity.

Work: Contract for 30 weeks, 35 hours a week-9 to 4:00 pm (possibility of full time employment after the 30 weeks).

Education: Cegép with pertinent experience

Workplace Location: Montreal, Borough of N.D.G.

Salary: \$12 to \$13 per hour

Applications must be received by: November 10th, 2017

Starting date: immediate

Interviews will be held the week of November 13th, 2017

Job description:

Under the supervision of the Executive Director, the Office Clerk will be responsible for the running of the administrative office in support of the Director, the Coordinators of both Food Services and Programming. Tasks include: daily client services, being the organizations telephone reception person, bill payments, managing accounting procedures and taking care of the petty cash. Other tasks will be assigned as needed.

Qualifications:

Excellent communication skills (the majority of the population New Hope serves are Anglophone, elderly, vulnerable and isolated), computer literate: (Excel, Word, Outlook, and Salesforce), Knowledge of accounting practices, energetic and flexible, desire to be a part of a team, excellent knowledge of English both spoken and written, interest in working with a senior population.



Education: Cegép or higher with experience.

Language: English & French

Interested candidates should please send their letter of introduction, c.v., and a letter of admissibility to Emploi Quebec's Subvention Salariale program to:

Gerry Lafferty
Executive Director
glafferty@videotron.ca

Please be advised that only candidates chosen for interviews will be communicated with.



