

JOB OPPORTUNITY

KW Habilitation is a progressive, person-centered organization that supports children, youth and adults with developmental disabilities in the Kitchener-Waterloo area. Our vision is, “a community where everyone belongs and participates”. We’re looking for an enthusiastic person who can join our team as a...

Temporary Full-Time Residential/Passport Engagement Coordinator (Approximately One Year with possibility of Extension)

The successful candidate will support the work of Program Managers and the Passport program by providing recruitment, on-boarding, staff orientation, general administrative, and financial services support to the Residential programs and Passport initiatives operated by KW Habilitation.

- The successful candidate will possess Post-Secondary Education (Diploma/Degree) in social sciences, and/or administration including significant coursework in Human Resources (equivalencies will be considered).
- Approximately three (3) years relevant experience of administration with progressive responsibility, preferably in a non-profit setting
- Able to demonstrate creative problem-solving and decision-making, initiative, resilience, and collaboration
- Must possess strong interpersonal and communication skills, as well as competency in the areas of planning and organizing
- Human resources experience and/or training related to recruitment, selection, and on-boarding.
- Demonstrated competency and skill in the use of computers and software (e.g., Microsoft Office: Word, Excel, Outlook and PowerPoint), databases, e-mail, internet).
- A valid driver's licence and Access to reliable transportation.

Hours: The position is for 40 hours per week

Start date: July / August 2018

Please forward your resume and cover letter no later than Monday, June 18, 2018 (at 5:00 pm) to:

Attn. Human Resources
KW Habilitation
99 Ottawa Street South
Kitchener, ON N2G 3S8
Fax: 519-571-1629
Email: humanresources@kwhab.ca

KW Habilitation is committed to developing an inclusive, barrier-free selection process and work environment. If contacted in relation to the selection process for this posting, please advise Human Resources of any accommodation needs to enable your candidacy to be assessed in a fair and equitable manner.

We thank all applicants; however only those selected for an interview will be contacted.