

## JOB OPPORTUNITY

**POSITION: TEMPORARY PART-TIME SECRETARY II**  
(Expected duration of up to six months)

**REGION:** Etobicoke

**Community Living Toronto**, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

**QUALIFICATIONS:**

Minimum high school diploma with at least one year at the post secondary school level in secretarial and computer sciences. 2-3 years office experience preferred. Knowledge of Microsoft Office Suite with proficiency in Word and Excel. Must possess excellent verbal/written communication, customer service, initiative and organizational skills, with the ability to work independently. Ability to support participants in clerical training.

**JOB SUMMARY:**

Provides secretarial and administrative supports to the SWACA Program.

**RESPONSIBILITIES:**

Reporting to the Program Supervisor, responsibilities include:

- Typing, filing, sorting/opening mail, correspondence and telephone answering.
- Compiling statistics and other reports.
- Inputting and maintaining data on the computer.
- Recording meeting minutes and assisting with participant payroll attendance.

**HOURS OF WORK:** Up to 24 hours per week

**TO APPLY:**  
**SEND YOUR COVER LETTER AND RESUME TO:**

**Careers@cltoronto.ca**

**PLEASE QUOTE JOB POSTING #E19-284**

**When required, accommodations for disabilities will be provided, on request.**

**We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contacted for an interview.**