



Mennonite New Life Centre of Toronto (MNLCT)

Job Posting: Admissions Officer (Intake worker)

Hours: 28 hours per week

Duration: Immediate to March 31st, 2023

Remuneration: \$23.93 per hour + Benefits

Number of Positions: 1

About the Organization

The Mennonite New Life Centre (MNLCT) is a vibrant, multi-cultural settlement agency for newcomers to Canada. The Centre provides a variety of settlement services, including information/orientation, language instruction, mental health supports and capacity-building workshops, public education and bridging to employment. The Centre is a tech-forward charity that utilizes technology solutions to meet the needs of its stakeholders. As a result, several of our services and programs are delivered in a hybrid format, offering clients and participants options to receive services through virtual and in-person services.

The Admissions Officer (Intake worker) is responsible for all the administrative work related to the Bridging Programs during the admissions process and for responding to applicants' and students' enquiries. This also includes but is not limited to answering phone calls, booking applicants for each step of the admission process, supporting students while in the programs, as well as offering support to the bridging team in daily tasks and special events. The Admissions Officer (Intake worker) will also be responsible for supporting MNLCT Centralize Intake by answering inquiries for all programs and guiding clients through their journey within the Centre. The Admissions Officer (Intake worker) upholds MNLCT values in providing services to all MNLCT stakeholders including prospective and existing participants, funders, committee members, staff, and contractors of MNLCT, employers and community members.

Responsibilities:

- Coordinate and manage all admissions assessments and processes under the supervision of the Bridging Programs Manager.
- Correspond by email and communicate over the phone on matters related to ongoing program and Centre operations.
- Collaborate with the Centralize Intake and the bridging teams on daily operations that are relevant to both.
- Book and prepare the information sessions for all programs.
- Communicate on daily basis with program applicants and admitted students.
- Intake new Centre clients and register them in the Centre's database.
- Manage program calendar and bookings of meetings online and/or onsite.
- Take and distribute minutes of meetings.
- Input participant information in the LMS data system.
- Maintain physical and online filing system.
- Support instructors and guest speakers with classroom setup and print materials as needed.
- Submit and reconcile program expense reports; manage petty cash.
- Provide general support to participants and to visitors.
- Participate in, as required, and needed, in all staff meetings.
- Support and assist with planning of organizational events.
- Order office supplies.

**Qualifications and Skills:**

- Post-secondary education with a focus on business administration or equivalent, or high school diploma with substantial proven work experience in the field.
- Outstanding proficiency working in a Microsoft Office 365 environment and/or MS Office (MS Word, MS Excel, MS PowerPoint) or equivalent; ability to manage databases on Excel, create and format Word documents, etc.
- Working knowledge of office equipment, like printers and fax machines.
- Excellent time management skills and the ability to prioritize work and multi-task.
- Strong client service orientation.
- Able to function comfortably in a team environment or independently.
- Attention to detail and problem-solving skills.
- Good written and verbal communication skills.
- Strong organizational skills with the ability to multitask.
- Commitment to social justice and community service.

The Admissions and Intake Officer will report to the Bridging Programs Manager. The primary location of this position is 1122 Finch Avenue West, North York. However, the responsibilities may require meetings, conferences, training, etc., that necessitate the incumbent to be in various MNLCT sites and public places.

The Mennonite New Life Centre is committed to the values of equity, diversity, and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Internal and external candidates may apply. The Centre will provide accommodations as needed to ensure fairness in our hiring process.

Please note that only qualified candidates to be interviewed will be contacted.

Are you looking for meaningful work where you can make a difference in people's lives? At Mennonite New Life Centre, we care about our staff and clients. Please apply by sending your resume and cover letter in a single MS Word or PDF document to Human Resources at jobs@mnlct.org by August 19th, 2022. Please quote reference #AOIW2022 in the subject heading of your application. Please note that only candidates to be interviewed will be contacted.

For more information please visit:

Mennonite New Life Centre: www.mnlct.org

Bridging Programs: <https://mnlct.org/bridgingprograms>