

**Job Title:** Scheduling Coordinator

**Work Location: COPE office, 75 Dyment Road, Barrie**

**Purpose of the Position: Assist Program Director in scheduling client follow up, interviews, volunteer shifts, dog transportation etc.**

**Responsibilities and Duties:**

* **Communicate with all parties involved to find a mutually agreeable schedule**
* **Follow up with any changes to the schedule and communicate with all parties involved**
* **Distribute new or updated schedule**

**Qualifications:**

* **Excel at scheduling in an efficient way to save time and travel cost**
* **Good communication skills in a professional manner**
* **Detail oriented**
* **Solid skills in MS Office: Word, Excel and Email**
* **Ability to use TimeTree Smartphone app (for iPhone or Android)**
* **Must love dogs as we have resident office dogs!**

**Commitment Expected:**

* **Ongoing**
* **3-hour weekly shift**
* **Hours on Tuesday between 2:00 – 6:00 pm or Thursday between 10:00 am – 5:00 pm**

**Training:**

* On the job training with Program Director



**Job Title:** Office Support

**Work Location: COPE office, 75 Dyment Road, Barrie**

**Purpose of the Position: Clerical office support**

**Responsibilities and Duties:**

* **Work with office coordinator and event planner to perform office duties, such as preparing documents for clients, volunteers, events**
* **Confident to use the telephone to reach out to Barrie stores**
* **Able to work independently or with a team**
* **Able to easily adapt to changing office jobs**

**Qualifications:**

* **Must know MS Office including word, excel, power point**
* **Able to type, photocopy, perform general office duties**
* **Knowledge of Office 365 for emails or can learn**
* **Fast learner, organized, attention to detail**
* **Must love dogs as we have resident office dogs!**

**Commitment Expected:**

* **Ongoing as needed**
* **Tuesday and Thursday**
* **Hours between 10:00 am – 5:00 pm**
* **Shift 2 to 3 hours**

**Training:**

* On the job training per assignment