

Brentwood Recovery Home

JOB DESCRIPTION

JOB TITLE: Seasonal Lottery Coordinator
(Six-month contract position)

DATE PREPARED: Aug 8th, 2022

DEPARTMENT: Administration

POSTING NUMBER: 10-2022

REPORTS TO: Office Manager

GENERAL SUMMARY

Under the direct supervision of the Office Manager. The successful candidate will be responsible for assisting in the administration of the Brentwood Home Lottery including vendor liaison, tickets sales, and volunteer coordination and recruitment. Alternate duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following and other duties may be assigned.

- Working with Lottery Vendors, maintaining relationships throughout lottery season
- Data entry and maintaining basic reports
- Attending planning committee meetings on a weekly basis
- Volunteer recruitment and coordination, scheduling of sales shifts
- In person tickets sales at Brentwood and or at vendor location
- Assist with all duties as assigned by the Office Manager or Fundraising Specialist
- Ability to manage time and responsibilities independently.
- Valid Police Clearance with Vulnerable Sector check will be requested upon commencement of employment.
- Must have a valid driver's license, insurance, and vehicle

KNOWLEDGE, SKILLS, and ABILITIES

Knowledge:

Proficient knowledge in the following areas:

- Knowledge and ability in the use of computer, tablets, and software applications
- Knowledge of Brentwood's policies and procedures

Brentwood Recovery Home is an equal opportunity employer and strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with Brentwood. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Skills:

Demonstrate the following skills:

- Excellent interpersonal skills
- Ability to communicate both written and verbally
- Strong organizational, presentation, and customer service skills
- Skill in preparing written communication
- Ability to multi-task and adapt to changes quickly
- Ensure quick and accurate data entry

Personal Attributes:

Demonstrate the following person attributes:

- Be honest and trustworthy
- Be respectful
- Demonstrate sound work ethic
- Self-motivated with the ability to work in a fast-moving environment

Compensation and Schedule

Minimum wage position

Must have flexible schedule, potential for long hours including some weekends

Valid Police Clearance with Vulnerable Sector check will be required within the first 30 days of employment

How to Apply

In compliance with Covid-19 related policies and restrictions, resume and cover letter may be submitted by email to jlavin@brentwoodrecovery.com on or before 3pm August 11th, 2022

Please mark in the subject line “Posting # 10-2022”

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