



The Aboriginal Mother Centre Society

Employment Opportunity

Front Desk Receptionist

Qualifications:

- Minimum of 5 years' experience working in Aboriginal focused, community based programs.
- Must have excellent knowledge of Aboriginal cultural customs and traditions.
- Excellent communication, organizing, and phone etiquette skills
- A criminal record check clearance letter (or willing to obtain one).
- Ability to coordinate small and large groups.
- Excellent working knowledge of computers.
- Ability to speak and write clearly, concisely and effectively.
- Ability to effectively organize workload and manage time.
- Ability to multi-task and establish priorities.
- Ability to deal with individuals in a manner that shows cultural sensitivity, tact and professionalism and demonstrates personal and professional boundaries.
- Knowledge of nutrition, wellness principles, community outreach and public relations.
- Commitment to ongoing learning and professional development.
- Maintain orderly, confidential filing system as needed.
- Schedule individual or group appointments and meetings.
- Process letters, memorandums, reports, papers, minutes of meetings, and workshop materials as requested.
- Work closely with staff, create flyers, mailings, advertising, and assist with workshops, scheduling programs, and sign-up sheets; coordinating the room schedules for workshops and co-ordinating the AMCS van for staff use.
- Tabulate and maintain accurate and up-to-date statistics of client feedback forms; collate workshop feedback forms.
- Train new front line volunteers as requested.

Job Summary:

The AMCS is seeking an energetic, resourceful, experienced Front Desk Receptionist to help with greeting people, answering and directing telephone calls, registering participants and providing support to the AMCS staff.

The AMCS is a wrap around service that provides 16 transformational housing units for Aboriginal mothers at risk of imminent homelessness, and a 25 person daycare for children age 3 to 5 years old. Moms and children may live at the AMCS for up to 18 months, while they work on their wellness and move into their own housing. AMCS staff are trained to assist the women to meet their goals and provides a healthy, stable environment while the Aboriginal mothers develop their wellness plans.

AMCS has an industrial kitchen to provide healthy meals to the women, children and staff at AMCS. As such, the AMCS is a hectic, fast paced and rewarding program that requires someone at the front desk who can maintain a positive, healthy demeanour, while respecting the boundaries of each of the women who are on their personal wellness journeys while living at the AMCS.

This position is full time and reports to and works collaboratively with the Executive Director.

. No phone calls please.

Interested applicants are requested to submit their resume, and cover letter to ed@aboriginalmothercentre.ca; add 'Front Desk Receptionist' in the subject line. Only short-listed applicants will be notified.

As per section 41 of the Constitution Act, preference will be given to persons of Aboriginal ancestry; please identify on your cover letter.

This position will be open until February 24, 2017.