******Aboriginal Mother Centre Society** **2019 Dundas Street Vancouver V5L 1J5 Ph: (604) 558-2627 www.aboriginalmothercentre.ca**

**Job Title**: Front Desk Receptionist

**Department**: Administration

**Responsible to**: Office Manager / Executive Director

**Time Commitment**: 37.5 Hours Weekly 8:30-4:30 Monday-Friday

**Key Responsibilities:** AMCS is a hectic, fast paced and rewarding program that requires someone at the front desk who can maintain a positive, healthy demeanor, while respecting the boundaries of each of the women who are on their personal wellness journeys while living at the AMCS.

* Answering all phone call inquiries
* Receive and distribute all incoming/outgoing mail
* Greeting the public
* Distributing emails to each department
* Ordering office supplies
* Be energetic, resourceful & provide support to fellow colleges
* Train front line volunteers as requested
* Tabulate and maintain accurate and up -to-date statistics of client feedback forms; collate workshop feedback forms
* Work closely with staff, create flyers, mailings, advertising and assist with workshops, scheduling programs, and sign-up-sheets; coordinating the room schedules for workshops
* Maintain orderly, confidential filing system
* Schedule individual or group appointments and meetings
* Process letters, memorandums, reports, papers, minutes of meetings, and workshop materials as requested.

**General Responsibilities**: Due to the nature of the work environment, it is required that all staff members perform duties beyond their job description, such as, but not limited to:

* answering phone, taking messages
* helping other employees with organizing community events
* assist regardless of the program