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| **JOB POSTING****Full-Time Front Desk Receptionist** | ABORIGINAL MOTHER CENTRE SOCIETY |
| 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. The AMCS/Outreach 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. |
| **Job Title**  | Receptionist |
| **Name of Facility**  | Aboriginal Mother Centre Society |
| **Job summary****Qualifications**  | You have excellent oral and written communication skills, detail-oriented, and are knowledgeable of tradition support and want to work within the mission, vision, values and philosophy of the AMCS, carrying out a variety of duties related to the operation including providing support that meets the needs of families entering the centre as noted above as well as provision of fool protocol. Indication of your First Nations, Métis or Inuit identity The Outreach is seeking an energetic, resourceful, experienced Front Desk Receptionist to help with greeting people, answering and directing telephone callers, registering participants and providing support to the outreach staff.This position is full time and reports to and works collaboratively with the outreach managerAMCS/Outreach is committed to honouring and respecting the diverse Aboriginal cultures, identities and knowledge of our community and the diverse communities that we live in. * Minimum of 5 years’ experience working in Aboriginal focused, community-based programs.
* Demonstrated abilities to work co-operatively and supportive in a fast pace and close team environment.
* Must have excellent knowledge of Aboriginal cultural customs and traditions.
* Excellent working knowledge of computers.
* Effectively organize workload and manage time.
* Ability to multi-task and establish priorities.
* Knowledge of nutrition, wellness principles, community outreach and public relations.
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| **Other Qualifications Required** | Emergency First AidCPR Level BCriminal Record Check Clearance | Excellent Oral and Written SkillsFood Safe Excellent Team Player |
|  **Key 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 all phone call inquiries and taking messages
* Receive and distribute all incoming/outgoing mail
* Greeting the public
* Distributing emails to each department
* Be energetic, resourceful & provide support to fellow colleges
* 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.
* helping other employees with organizing community events
* Excellent communication, organizing, and phone etiquette skills
* Speak and write clearly, concisely and effectively.
* Deal with individuals in a manner that shows cultural sensitivity, tact and professionalism and demonstrates personal and professional boundaries.
* Commit to ongoing learning and professional development.
* 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 coordinating the AMCS van for staff use.
* Tabulate and maintain accurate and up-to-date statistics of client feedback forms; collate workshop feedback forms.

**Closing Date**: On-going until filled **Start Date:** As soon as possible**Pay:** $18.00/Hr **Region**: Vancouver **Hours of Work:** 37.5 Hrs a week Mon-Fri  |
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 **Please submit your cover letter (please self-identify if you are of Aboriginal Ancestry) and resume to:**

**Contact Name: Email Address: Mailing Address:**

 Sally Lee outreach@aboriginalmothercentre.ca 2019 Dundas St, Vancouver, B.C.

 Outreach manager Add “Outreach Receptionist” in subject line