

Job Posting

**Receptionist and Administrative Assistant**

We are grateful to be able to offer this position on the unceded, traditional, and ancestral territories of the Katzie and Kwantlen First Nations

Part time position for 30 hours per week

Regular hours are 8.30am to 5.15pm Monday to Thursday

Internal and External Posting

Hourly Rate $21.15 plus generous benefits package.

Duties:

* Respond to all incoming calls, emails, website, and social media inquiries.
* Register clients in various programs.
* Provide administrative support as needed.
* Manage client database.
* Refer clients to agency programs, community programs, and local resources.
* Assist accounting including with accounts payable data entry.
* Supporting and guiding general agency volunteers.
* Respond to walk in inquiries and consultations.
* Carry out updates to website and social media platforms.
* Promote programming including creation of seasonal program guide and social media postings.
* Monitor building upkeep and be the first point of contact for tenants and any building related issues, including outside of normal working hours.
* Coordinate and schedule appropriate personnel including but not limited to snow removal, pest control, plumbers, handymen.
* Manage, keep records, and distribute appropriate keys to staff members. Provide building orientation, including alarm panel instructions, for keyholders.
* Be equally responsible for building security.

Skills:/Abilities

* Excellent skills in Microsoft 365 including Word, Excel, PowerPoint, and Outlook
* Knowledge and proficiency in Sage Accounting and/or Payworks would be an asset.
* Demonstrated ability to work with diverse populations including Newcomers to Canada and, Indigenous people.
* Effective Social Media Skills
* Effective interpersonal skills including compassionate and respectful communication.
* Ability to pay attention to detail.
* Ability to communicate effectively both verbally and in writing in English.
* Second Language is an asset.
* Ability to work effectively with the multi-disciplinary team and be a self-starter.
* Ability to manage program budgets.
* Ability to deal effectively in conflict situations.
* Ability to exercise sound judgement.
* Ability to organize work and establish workload priorities in collaboration with others.
* Ability to take initiative.
* Ability to work independently and in collaboration with others.
* Working knowledge of general office practices and procedures and their application.
* Ability to work within a team and promote a team environment.

Education/Qualifications

* Post Secondary qualification in relevant area: administration, office management, social services.
* Post Secondary qualification in bookkeeping/accounting OR
* Combination of education and experience appropriate for the position.

*The Family Education and Support Centre is committed to hiring a diverse staff team. We encourage applications from people of colour, Indigenous people, those living with disabilities, and people of any gender identity or sexual orientation.*

**Please submit your resume and cover letter to** **j.earley@familyed.ca** **by end of day on March 29th, 2024.**

**Only those selected for interview will be contacted.**