



Aboriginal Mother Centre Society

2019 Dundas Street Vancouver V5L 1J5

Ph: (604) 558-2627

www.aboriginalmothercentre.ca

Job Title: Front desk / Admin support

We are seeking an organized and motivated Front-desk-Administrative Assistant to join our team. The ideal candidate will provide administrative support to various departments within Aboriginal Mother Centre Society (AMCS) and contribute to the smooth and efficient operation of our office. Energetic, welcoming and resourceful, you greet people with warmth, answer and redirect calls/emails as appropriate, register participants and provide general support to the AMCS staff from all departments. This role requires proven organizational and communication skills, attention to detail, and the ability to handle and prioritize a variety of tasks and responsibilities in a fast-paced and close-team environment. Confidentiality is a must as you will have access to confidential information.

Key Responsibilities:

- Greeting and interacting with individuals in a manner that shows cultural sensitivity, tact and professionalism; and demonstrates personal and professional boundaries.
- Provide administrative support to all departments within AMCS; in particular to executive director and managers
- Answer and redirect phone calls, respond to inquiries whenever possible, or take messages.
- Handle incoming and outgoing correspondence, including mail and email; forwarding to appropriate recipient
- Maintaining and updating orderly electronic and physical filing systems.
- Processing admin or promotional communications such as letters, memos, reports, minutes of meetings, newsletters, workshop materials, donations receipts, etc.
- Coordinating daily schedules, appointments, and meetings for team members. Update/manage calendars for common rooms (Outlook or other)
- Coordinating AMCS vehicles use and maintenance schedule.
- Assisting in data entry and record-keeping, including collating feedback forms and statistics; creating and sharing templates in Excel or Word
- Performing basic bookkeeping tasks such as supplies orders, expense tracking, invoice processing, statement reconciliation...
- In close collaboration with staff from other departments, participating in organizing/setting up community events & programs (e.g. create flyers, mailings, advertising, sign-up sheets, room set-up, food delivery...)

Qualifications:

- Administrative experience
- REQUIRED: Proficiency in Microsoft Office Suite (Word, Excel, Outlook), in particular with Excel.
- Excellent working knowledge of computers.
- Basic Knowledge of Canva or similar layout/newsletter applications is an asset
- Excellent communication, organizing, and phone etiquette skills. Speak and write clearly, concisely and effectively.
- Proven de-escalation skills
- Energetic, resourceful problem solver & attentive to details

- Must have excellent knowledge of Aboriginal cultural customs and traditions.
- Effective at organizing workload and manage time/establish priorities.
- Team player who can work both cooperatively or independently
- Committed to ongoing learning and professional development.
- Criminal record clearance

Due to the nature of the work environment, it is required that all staff members perform duties beyond their job description, as needed and requested by their supervisor.

Position Start Date	As soon as possible
Application Closing Date	Until filled
Salary	\$26/hour
Hours of Work	Full-time, Monday to Friday

Please submit your cover letter (please self-identify if you are of Indigenous ancestry) and resume via email, to:

France-Emmanuelle Joly
ed@aboriginalmothercentre.ca

Thank you for your application; AMCS will only contact successful candidates that meet the requirements for an interview.

As per hiring policies, AMCS shall give preference to qualified Indigenous applicants in all competitions.