



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue Chào mừng Quý Vị Bienvenidos 환영합니다

Internal/External Job Posting Part time/Casual Front Desk Reception

South Vancouver Neighbourhood House is seeking casual/part time front desk receptionists. Must be available to work Thursday and Friday evenings, from 4:30-9:15pm. There is also potential to work 1 day shift a week, with weekend shifts a possibility. This is a frontline position that deals directly with the public and will require closing of the building. This position will be of interest to individuals who enjoy working with the public and handling a variety of tasks in a busy non-profit environment. Candidates of all ages are encouraged to apply.

Job Overview:

- Create a warm and welcoming environment
- Front line reception, including answering phones and providing information about our programs and referrals to other community resources
- General office support, such as cash handling, program registration, managing calendars, maintenance of electronic and paper filing systems
- Train and support office volunteers; help manage monthly volunteer schedule
- Participating in and helping with setup of House wide events, staff workshops as requested
- Maintains database by entering new memberships and some volunteer information
- Other administration duties as requested by the Office Manager

Qualifications:

- High school education
- Available to work evenings and weekends
- Experience in reception would be an asset
- Excellent verbal and written communication skills with highly developed interpersonal skills, tact, diplomacy and flexibility in dealing with a diverse population
- Proficient in MS Office (Word, Excel, Outlook) Google suite, Sumac and other programs as required
- Ability to problem solve and react quickly to situations or inquires
- Ability to work independently and exercise initiative
- Excellent organization skills, ability to multi-task and meet deadlines
- Second language and experience working in a multicultural environment an asset
- Clear criminal record check

Salary Range: \$14.93 Band 3A Base

Term: Casual Part time, 10-15 hours per week

Closing date: March 11, 2019

Start date: March 25, 2018

Please send cover letter and resume by email to: Roberta Kihn, Office Manager, roberta@southvan.org.

Only short-listed candidates will be contacted for an interview. No phone calls please.

ANHBC is an equal opportunity employer.

Building Better Neighbourhoods Together Since 1977



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