

Kermode Friendship Society

Registered with Revenue Canada as a "charitable organization"

4714 Park Ave., Terrace, B.C. V8G 1W1

Phone: 250-635-4906



Position Title

Temporary Program Assistant/Receptionist

Reports To

Program Coordinator

Summary

The Kermode Friendship Society offers culturally sensitive, quality programs and services to the Aboriginal community members and the community at large in the Terrace and Kitimat area. Under the general direction of the Kermode Friendship Society Program Coordinator, the Program Assistant/Receptionist will be responsible for providing direct services to Kermode Friendship Society participants.

Job Duties

- Answer telephone, directing calls and administrative duties
- Engaging clients and provide guidance to Kermode resources
- Assist programs in delivering the regular schedule of activities
- Foster and encourage positive self-esteem growth and skill development in clients, and families.
- Provide assistance in preparation of programming, including, but not limited to, the preparation of food, art-based activities, physical activities, and ensuring the facility is ready
- Assist with program delivery which could include group workshop facilitation
- Coordinate and assist with the clean-up with other staff and clients within the respective programs.
- Assist in planning and participate in annual Kermode Friendship Society activities such as National Indigenous People's Day, International FASD day, National Addictions Awareness Week, and the Kermode Friendship Society Christmas Dinner.
- Other related duties as assigned.

Requirements

- Minimum of 2 years experience in an administrative role, preferable within a non-profit or social services context or minimum of a current enrollment in a Social Service worker program, with current course work in Social Service Work, or related field
- Must demonstrate proficiency in written and verbal communication skills
- Demonstrated knowledge of working with marginalized people and their families.
- Able to lift up to fourteen kg.
- Climbing stairs, and getting in and out of vehicles
- Must be able to respond to emergencies and/or dangerous situations quickly
- Desk work including making phone calls, typing, and doing computer data entry

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- Hours of work may vary which could include evenings and weekends.
- Provides a clear Criminal Records check
- Sign a code of confidentiality agreement
- Sign an Employees oath for Professional Conduct
- Food safe Certificate
- First Aid Certificate
- Drivers licence with a Clear Drivers abstract

Working Conditions

- Able to lift up to fourteen kg.
- Climbing stairs, and getting in and out of vehicles
- Must be able to respond to emergencies and/or dangerous situations quickly
- Desk work including making phone calls, typing, and doing computer data entry.
- Hours of work may vary which could include evenings and weekends.