



Kermode Friendship Society

Registered with Revenue Canada as a "charitable organization"

3313 Kalum Street, Terrace, B.C. V8G 2N7

Phone: 250-635-4906 Fax: 250-635-3013

Position Title

Reception/Program Assistant

Reports To

Kermode Friendship Society Program Coordinator

Wage

\$22.84

Hours

35/per week

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 will be responsible for providing direct services to Kermode Friendship Society clients.

Job Duties

- Answer telephone and directing calls as required
- Engaging clients and provide guidance to Kermode resources as required
- Assist in delivering and maintaining program schedules
- Assist programs in delivering the regular schedule of activities
- Occasional administrative duties as required
- Administrative duties such as photocopying, filing
- Assist manager with program delivery which could include group workshop facilitation
- Must demonstrate proficiency in written and verbal communication skills
- Ability to foster and encourage positive self-esteem growth and skill development in clients, and families.
- Food safe Certificate
- Demonstrated knowledge of working with marginalized people and their families.
- Providing 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
- Coordinate and assist with the clean-up with other staff and clients within the respective programs.
- Assisting team with the preparation and delivery of program activities
- Assist in planning and participate in annual Kermode Friendship Society activities such as International FASD day, Aboriginal Day, National Addictions Awareness Week, and the Kermode Friendship Society Christmas Dinner.



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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
- Desk work including making phone calls, typing, and doing computer data entry
- 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
- Demonstrated knowledge of working with marginalized people and their families.
- Provides a clear Criminal Records check

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.

How to apply

Please email your cover letter and resume to:

hr@kermodefriendship.ca

Applications will be accepted until the position is filled.

In accordance with applicable human rights legislation and organizational employment equity practices, preference may be given to qualified Indigenous applicants, including First Nations, Métis, and Inuit candidates. Applicants who wish to be considered under this preference are encouraged to self-identify in their application.