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## On-Call Receptionist (1 vacancy)

Ne-Chee Friendship Centre is seeking an on-call receptionist available on short notice to provide casual reception coverage.

### **Key Responsibilities**

- Work within the Indigenous Model of Community using the 7 Grandfather Teachings as best practices
- Be familiar with the goals and programs of Ne-Chee Friendship Centre
- Welcome guests and community members requesting assistance; direct phone calls and inquiries appropriately
- Take messages accurately and pass information to the relevant staff members
- Receive, sort and distribute mail and deliveries
- Perform clerical tasks such as faxing, photocopying, and filing

### **QUALIFICATIONS**

- Education and/or 1-2 years of experience in administrative-receptionist setting
- Customer Service: greeting and directing individuals is vital for supporting the community
- Excellent written and oral communication skills
- Experience working in an Indigenous organization and understanding of Indigenous culture and values
- Resourceful and proactive in resolving issues
- Ability to work in a busy office environment with frequent interruptions
- Proficient in Microsoft Office and willing to learn new programs

**SALARY:** \$20-22 per hour dependent on experience and qualifications

This position is vacant. OPEN UNTIL FILLED

Please submit your **resume** along with a **cover letter** to:

**Ne-Chee Friendship Centre**

Brianna Boucha, Office Manager

326 Second Street, Kenora, ON P9N 1G5 [hr@nechee.org](mailto:hr@nechee.org) Fax: (807)-468-5340

*We are committed to building a strong, supportive team and welcome applicants who may not yet have all the listed skills but are eager to learn, open to seeking knowledge, and passionate about Indigenous culture and community work. We wish to thank all applicants, however, only those selected for an interview will be acknowledged. Preference will be given to Indigenous applicants. Please self-identify upon applying.*

### **Accessibility Statement**

*Ne-Chee Friendship Centre is committed to providing an inclusive and accessible recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Accommodation is available throughout all stages of the hiring process upon request. Applicants are encouraged to advise us of any accommodation needs required to ensure equal participation. Information received relating to accommodation will be addressed confidentially. We welcome and encourage applications from Indigenous peoples, persons with disabilities, members of racialized communities, and individuals of diverse backgrounds and identities.*