



ODAWA NATIVE FRIENDSHIP CENTRE

EMPLOYMENT OPPORTUNITY

Temporary Full Time Receptionist – Ottawa

Deadline for applications: September 12, 2022 (or until position is filled)

The Odawa Native Friendship Centre (ONFC) is a non-profit organization serving the Indigenous community in the Ottawa-Carleton Region of Eastern Ontario and surrounding communities.

The Vision of ONFC is to ensure a thriving and resilient community. Odawa strives to enhance the quality of life of Indigenous People in the Capital region; to maintain a tradition of community, an ethic of self-help and development as well as to provide traditional teachings from our elders.

JOB SUMMARY

The Receptionist will be required to perform an array of administrative duties including secretarial and receptionist duties. Additional responsibilities include making bank deposits, couriering documents, taking minutes during meetings and scheduling appointments for all departmental managers. The Receptionist is also accountable for entering and updating statistical data. Other duties, relevant to the position, shall be assigned as required.

REQUIREMENTS

- Minimum 2-year Post-Secondary diploma in Business Administration, Social Services, or a combination of equivalent and relevant education, skills and abilities as determined by the employer.
- 3-5 years of demonstrated and related administration experience. Working within the Indigenous community considered an asset.
- Knowledge of community support services both Indigenous and mainstream.
- Must possess strong written and oral communication skills, as well as critical thinking and problem-solving capabilities.
- Must have excellent computer skills; strong working knowledge of MS Word, Excel & data entry.
- Must have the ability to meet deadlines in a timely manner with minimal supervision.
- Must have the ability to work as a team player and be capable of coordinating activities with other Friendship Centre programs.
- Must have knowledge of the Friendship Centre and various programs provided throughout the community.
- Must have knowledge of Indigenous culture and the social reality that Indigenous individuals experience in urban settings.

- Must possess current First-Aid/CPR certification or be willing to be certified.
- A clear Criminal Reference Check (CRC), Vulnerable Sector, will be a condition of the employment offer.
- Candidate may be asked to work flexible hours occasionally, this may include weekends and evenings.
- Demonstrated ability to work as a member of a team and to complete tasks with little supervision.

RESPONSIBILITIES

- Provide administrative support to all departmental members.
- Interact with financial institutions with respect to making deposits
- Courteously receive and screen all in-bound calls, emails, and visitors.
- Coordinate departmental office activities.
- Review, evaluate and distribute all incoming and outgoing mail.
- Take and transcribe dictation notes and meeting minutes.
- Maintain a high level of confidentiality in all interactions.
- Assist with report and presentation preparation.
- Maintain a professional image and demeanor with all employees, management, directors and visitors at all times.
- Maintain and monitor office supply inventory levels and place orders as required.

WORK ENVIRONMENT

- Flexibility and adaptability are necessary in our fast-paced organization.
- Working conditions are normal for an office environment.
- Work regular business hours with some overtime when required.
- Evening and weekend work when necessary.

If you are interested and meet the above criteria, please send your résumé and cover letter telling us why you think you'd be a great addition to the ONFC team to aarmstrong@odawa.on.ca by September 12, 2022

Indigenous (First Nations, Inuit and Métis) candidates will be given priority, please self-identify.

The Odawa Native Friendship Centre is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest, however, only those selected for an interview will be contacted.