



**Job Title:** Front Office Position – Casual, part-time

**Remuneration:** \$20.81/hour

Since 1951, Kiwassa Neighbourhood House, in partnership with social services sectors and disciplines has created a welcoming place where people will find a helping hand, services they need and the opportunities to be connected and engaged in their community. Drawing on the power and resiliency of our neighbourhood, we work to create a socially just and thriving community where everyone feels valued and secure.

### **Summary**

We are searching for an enthusiastic and experienced Casual/Part-Time Front Office person to work a variety of on-call and pre-determined shifts. Our Front Office is currently open Monday to Friday from 7:30 am to 6:00 pm. We will be open Saturdays in the near future.

### **Why join Kiwassa?**

- Competitive salary
- Free on-site parking
- Casual dress
- Dedicated office staff that will assist you in developing your skills
- Work with a fun, diversified team
- Meaningful work, you will make a difference in the lives of the community in East Vancouver

### **Responsibilities include:**

- Ensure Front Office and Reception is welcoming, clean & tidy
- Greet and assist visitors to Kiwassa Neighbourhood House
- Front line phone and email client service
- Administrative duties and special projects for Directors & Managers
- Create opportunities for Kiwassa Staff to share and learn from each other.

### **Essential Knowledge / Skills / Abilities:**

- Excellent interpersonal and communication skills
- Thrive in a busy team-oriented work environment
- Ability to work with all levels of staff and management
- Comfortable liaising with clients in person or on the phone
- Experience with Microsoft Suite of applications
- Strong organizational abilities including planning and task facilitation
- An aptitude for detail with ability to set priorities and work within time limits
- Willing to take initiative and solution focused
- Team Player, friendly and receptive with the ability to demonstrate composure and flexibility at all times.

**Deadline:** This position will be posted until filled; qualified applicants will be interviewed upon receipt of their application. Please send cover letter and resume to: [hrmanager@kiwassa.ca](mailto:hrmanager@kiwassa.ca)

Kiwassa Neighbourhood House is a multi-service community agency that provides social services and programs to residents in Hastings-Sunrise and Grandview-Woodland neighbourhoods of East Vancouver on the traditional, unceded and occupied territories of the xʷməθkʷəy̍əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.