



## **FAMILY SERVICES of the NORTH SHORE**

### **Contract Position**

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Position:	On-Call Receptionist
Position #:	26-2213
Reports To:	Senior Manager of Operations
Location:	North Vancouver Office
Closing Date:	When filled

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### **The Agency:**

Family Services of the North Shore is an accredited not-for-profit, community-based agency committed to making a deep and lasting impact in our community through counselling, support, education, and volunteer programs.

We understand the competing responsibilities of modern life. In every role, we will support both your commitment to our community and the very real need to take care of your family. We also understand that to take care of others, you must first take care of yourself. At Family Services of the North Shore, you can do both. We aim to provide a sustainable model of work-life balance across all our programs and services.

### **The Position:**

As the On-call receptionist you will be responsible for greeting clients, answering incoming phone calls, distributing mail, collecting, and receipting client fees, providing administrative support to various office departments, and assisting staff with office equipment and procedures as well as additional administrative duties.

This role is for an Independent Contractor. You will work on an as-needed basis when the regular receptionist is absent from the office. You must be available on short notice on occasion as well as on a scheduled basis. Our Reception is open from 9:00AM to 5:00PM Monday – Friday.

### **The Candidate:**

You are a talented receptionist and office administrator with at least one year of office experience, ideally as a receptionist. You are comfortable with technology and have experience working with Microsoft 365. You can juggle a myriad of tasks and the needs of a diverse client base in a pleasant, professional, and non-judgemental manner. You also have a clear understanding of privacy and client confidentiality. Familiarity with databases would be considered an asset, as would previous experience working in a not-for-profit agency.

Language proficiency in Farsi or another language in addition to English would be considered an asset.

Family Services of the North Shore is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become part of our organization.

Rate is \$25.35 / hour.

*Please respond in confidence with resume and cover letter to:*

*Kathleen Whyte*

*Director of Human Resources*

[Careers@familyservices.bc.ca](mailto:Careers@familyservices.bc.ca)

*While we thank all applicants for their interest, only short-listed candidates will be contacted.*