



## JOB POSTING

March 2024

External Posting

**Position Title:** Front Desk Associate (Casual)

**Reports to:** Director of Finance

### Job Description:

This moderately complex secretarial, confidential clerical and receptionist work requires exercise in good judgment, a professional demeanor and frequent independence of action. The incumbent will be under the supervision of the Director of Finance, and is responsible for all reception, clerical administration, computer and business systems, typing and record keeping duties for the organization.

### Key Duties and Responsibilities:

- Answer the telephone, relay calls, take messages and place calls as directed
- Manage and maintain the phone system, e-mail, Facebook and website
- Receive clients and the general public, respond to general inquiries from the public, and record information as necessary
- Type memos, letters, reports, forms, minutes and agendas of meetings, where necessary and distribute them as required by the Executive Director, the Board and staff
- Pickup, sort and distribute mail; prepare outgoing mail.
- Photocopying and collating of material, and faxing as required
- Ensure all office equipment is in good working order
- Maintain stationary supplies and orders
- Schedule appointments as necessary and be cognizant of staff schedules and locations
- Keep office and lobby areas tidy
- Provide backup support for other administrative team members
- Provides other related duties as required

### Qualifications:

#### Education/Certification

1. No minimal education required.

#### Required Knowledge

1. Advanced proficiency in the use of computer program applications such as: Microsoft Office suite of products including Word, Corel, Windows, Excel, PowerPoint, Adobe, Outlook and email etc.





**Community  
Connections**  
REVELSTOKE SOCIETY

### **Experience Required**

1. Reception/administrative experience, preferably in the non-profit or social service sector.

### **Occupational Competencies:**

1. Sensitivity and knowledge about the needs and issues of clients with a strong ability to communicate with clients from all cultures, backgrounds and abilities.
2. Excellent interpersonal, collaboration and problem solving skills.
3. Demonstrated commitment to teamwork approach.

**Wage:** In accordance with the Community Connections Wage Grid and qualifications/experience – Grid Level 1 \$21.73

**Location:** Main Office

**Hours:** Casual – Up to 32 hours per week pending return of incumbent.

**Closing Date:** Will stay open until filled

**Start Date:** Immediately

**Applications must include a current resume with a cover letter stating your qualifications for the posted position.**

*Apply via email: [hr@community-connections.ca](mailto:hr@community-connections.ca)*





Community Connections is a CARF accredited organization

Community Connections serves a diverse population, and our staff reflects this diversity. We recognize the unique skills and perspectives each individual brings. As an employee you embrace Community Connections' values, vision and mission while treating individuals as leaders in their own lives; you contribute to an environment of continuous learning and seek to join a professional, compassionate and supportive workplace.

**Mission Statement:**

The Mission of Community Connections (Revelstoke) Society is to offer support to individuals and families in our community to thrive by providing and advocating for accessible, responsive social services.

**Values Statements:**

Organizational values are the guiding principles that provide an organization with purpose and direction. We at Community Connections Revelstoke have given careful consideration to our organizational values and embrace the following:

***BELONGING:***

We value belonging by creating an environment where people are seen and heard.

***COLLECTIVISM:***

We work together to support equitable well-being.

***INTEGRITY:***

We demonstrate integrity through relational accountability and commitment.

***CREATIVITY:***

We cultivate creativity through acts of collective courage and imagination that tend to community needs and honor lived experiences.

**Vision Statement**

People belong and are supported by our high quality, responsive, and socially-just services.

**2022-2025 Strategic Goals:**

***SUSTAINABILITY (PROGRAM, STAFFING AND FUNDING)***

Community Connections Revelstoke Society is sustainable due to excellence in program delivery, human resource practices and financial planning and management.

***SERVICE EXCELLENCE***

CCRS is committed to providing excellent services and will not sacrifice quality for quantity.

***INTRA-ORGANIZATIONAL NARRATIVE***

We have an internal ecosystem that creates a culture of belonging, celebrates past successes, growth and embeds the organizational values.

***ORGANIZATIONAL VALUES***

The CCRS will identify and define our values, and they will serve as a filter for all our decisions including work plans, staff evaluations, hiring practices, and Board attraction and retention.

***ADVOCACY***

The CCRS will become more visible in the community by raising our profile and expanding our engagement.

