

## **Community Program Assistant / Receptionist**

Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family.

### **Job Description**

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The primary responsibilities of this position will be monitoring all public areas of the house, specifically the areas of first contact, while ensuring a welcoming, safe, and secure environment throughout. This includes, but is not limited to, basic reception duties, building connections with neighbours, conflict resolution, supervision of the building, and ensuring that the opening and closing of the building protocols are followed.

### **This position is On call / Part time**

Regular hours of work are Saturdays from 9am-5pm, and Sundays 10am-4pm  
Other potential shifts: Mondays, Tuesdays or Wednesdays from 4:30pm- 8:30pm

**Compensation** (Starting): \$16.81/hour

**Reports to:** Office Administrator

### **Qualifications**

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- Experience with administrative duties and office equipment
- Knowledge of basic Windows computer programs
- Experience handling cash register payments by cash, debit/credit card or cheque
- Strong interpersonal skills
- Responsible for opening at the start of the day and closing at the end of the day (depending on shift)
- Excellent written and verbal communications
- Knowledge of West End resources or willingness to learn
- Experience working in a diverse, multicultural environment
- Ability to work independently and demonstrate good judgment
- Second language an asset
- Experience working in a neighbourhood house an asset
- A sense of a humour
- A comfort with flexibility and assisting with in-house programs when needed

**Deadline: June 21, 2019**

**E-mail or fax resume and cover letter to (NO PHONE CALLS PLEASE):**

Linda Minamimaye

Fax: 604-683-4486

[linda@gordonhouse.org](mailto:linda@gordonhouse.org)

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

For more information about ANHBC and Gordon Neighbourhood House, please visit [www.anhbc.org](http://www.anhbc.org).

#### **ANHBC Member Houses:**

Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH,  
Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center