



Vision

Our vision is that all Métis children, youth and families live with love, honour, dignity and respect knowing they belong to a strong, proud People with a unique heritage and cultural identity.

EMPLOYMENT OPPORTUNITY

Position: On-Call Casual Administrative Assistant

Geographic Catchment Area:

Kamloops which is located in the unceded territory of the Secwépemcul'ecw

Location of Employment: On-Call shifts may be located at the LMO Main Office or Kikékyelc: A Place of Belonging

Reports to: Office Manager

Hours of Operation: Casual On-Call (as needed basis). Typical shifts would be 8:30-4:30 Weekdays.

Position Overview:

The Casual Administrative Assistant plays an instrumental role in the overall successful operations of the Society. Duties include receptionist, greeting clients and guests, contributing to and maintaining a culturally safe and trauma informed office environment and meeting spaces, administrative support to different department heads and the Executive Director. This position will be for general relief as a Receptionist.

Duties and Responsibilities:

- Answers phones, greet clients/visitors and manages front lobby and related activities.
- Contributes to and maintains a culturally safe and trauma informed office environment and ensures meeting spaces are well organized and maintained.
- Responds to outside inquiries about services offered by the Society. Communicates with other community service agencies and/or ministries regarding client enrolment and attendance at programs and events.
- Creates posters/flyers/presentations for events and programs utilizing Microsoft Publisher and PowerPoint formats.
- Maintains the Society's distribution list and distributes materials as requested by Office Manager.
- Maintains and updates agency website and Facebook site.
- Drafts routine correspondence such as thank you letters, client appointment letters and internal memoranda.
- Other job-related duties as requested by the Office Manager.

Qualifications & Requirements

- Related experience in a fast-paced environment.
- Extensive knowledge of Microsoft Word; PowerPoint; Publisher and Excel
- Experience with Windows 10 Operating System an asset
- Work experience within a non-profit organization an asset.
- Knowledge of Métis history, culture and community an asset.
- Demonstrated ability to be creative, innovative and highly organized.
- Demonstrated ability to work within a high paced, high energy and high stressed work environment.
- Demonstrated ability to remain calm, respectful and de-escalate challenging confrontations and situations.
- Demonstrated ability to manage multiple requests from multiple departments.
- Valid driver's license and vehicle required.
- Successful applicant must pass a criminal record review.
- As per Section 16 of the Federal Charter of Human Rights Act, preference will be given to applicants of Aboriginal Ancestry

Salary:

- Salary Wage: \$18.98 BCGEU Aboriginal Collective Agreement three-month probation period applies

Application Process

Please send your resume along with 3 professional references to: Corryna Fladmark, Human Resource Representative

707 Tranquille Road, Kamloops, BC, V2B 3J1, Telephone: 250-554-9486 Fax: (250) 554-9487

Email: human.resource@lmofcs.ca

Deadline: Ongoing - Until Filled

Learn more about us by visiting our website at <http://lmofcs.ca> & Facebook Page: [Lii Michif](#)

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