



Job Posting: Receptionist (Head Office)

CAAN (Communities, Alliances and Networks) provides a National forum for Indigenous Peoples to holistically address HIV and AIDS, HCV, STBBIs, TB, Mental health, and related co-morbidity issues; promotes a Social Determinants of Health framework through advocacy; and provides accurate and up to date resources on these issues in a culturally relevant manner for Indigenous Peoples wherever they reside.

Location: CAAN Head Office (Fort Qu'Appelle, SK)

Employment type: Full-Time Permanent

Contract Remuneration: \$40,000

Reporting to: Chief Executive Officer (CEO)

POSITION DESCRIPTION

The Receptionist at CAAN's Head Office in Fort Qu'Appelle, SK is the first point of contact for CAAN. As the public face for CAAN at our Head Office, you will welcome guests and greet people who visit the office, coordinate front-desk activities, including distributing correspondence and redirecting phone calls, and other basic clerical tasks as needed.

KEY ACTIVITIES

- Open and staff the CAAN Head Office in Fort Qu'Appelle, SK from 9am-5pm Monday-Friday (closing 12 Noon – 1:00pm for lunch)
- Greet people coming into the CAAN Head Office, directing them to the appropriate contacts or services, and providing general information in person, by phone, or by email.
- Answer, screen, and forward telephone calls as appropriate coming into the Head Office, taking messages and providing information as required
- Clerical duties around the Head Office including mail distribution, overseeing the postage/shipping accounts, ordering supplies, coordinating scheduling of the meeting spaces at the Head Office, and any in person filing, copying, and communication needs as needed.
- Work closely with the greater Administrative Team at CAAN to ensure the clerical component of the day-to-day administration is completed
- Other duties as required

QUALIFICATIONS

- A degree, diploma, or certificate in administration or an equivalent combination of education and experience

- Ability to work independently and expeditiously under tight timeframes with competing priorities
- Understand CAAN's mandate and goals and possess a strong background, knowledge, and experience of Indigenous organizations, communities, and traditions
- Possess competency in using Microsoft Office365's various programs, as well as web-based applications including search engines and tools
- Possess and apply strong organizational, coordination, and problem-solving skills,
- Possess strong interpersonal skills and the ability to work effectively with a wide range of individuals and internal and external stakeholders
- Possess and maintain superb verbal and written communication skills
- Excellent relationship building and conflict resolution skills with an ability to interact and work effectively with senior level individuals

TO APPLY

Please email a cover letter and resume, in PDF format to info@caan.ca. Please address the cover letter to Margaret Kisikaw Piyesis, CEO and include one personal reference and one former employer reference within your resume. No phone calls please. Applications without a cover letter will not be reviewed. Only those selected for an interview will be contacted.

Based on the Section 16(1) of the Canadian Human Rights Act CHRA Everyone is encouraged to apply, however, Indigenous people with living experience of HIV will be given preference.

Application Deadline: May 6, 2022