



miskanawah
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Receptionist

Location: 2716 Sunridge Way NE, Calgary, AB
Position Type: Part-time
Hours: Monday-Thursday (4:00pm-7:30pm) & Sundays (9:30am-4:30pm)
Program: Administration

Position Summary:

Miskanawah is an Indigenous agency that draws jointly from the strengths and guidance of Indigenous teachings and traditions, and evidence-based practices in human services, to support vulnerable children, youth and families.

Reporting to the Office Manager, the Receptionist is the first point of contact for client families and staff members during late afternoon, evening and weekend hours. Duties include welcoming guests, receiving telephone calls and emails, and attending to requests for assistance in a professional and courteous manner. The Receptionist also ensures common areas are organized, tidy, and inviting.

Responsibilities:

- Answering and directing phone calls to appropriate staff and departments
- Greeting guests in a professional manner
- Managing the daily visit schedule
- Preparing schedules for the following day
- Cleaning, organizing, and helping out wherever possible
- Keeping the kitchen tidy
- Tidying visit rooms
- Washing equipment and supplies when required

Skills and experiences:

- Experience working for a Not-for-profit or asset
- Superior organizational skills and ability to multi-task
- High level of initiative, attention to detail and follow-up
- Excellent interpersonal and written communication skills
- Experience with Crisis management
- Exceptional problem-solving skills



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- Strong teamwork skills
- Ability to adapt to changing priorities

Requirements:

- Open to working with diverse groups of individuals
- Criminal Record and Vulnerable Sector Check
- Child Intervention Check
- 1-year experience in a receptionist role
- Ability to work effectively both independently and as part of a team
- Competency in Microsoft applications including Word, Excel and Outlook
- Strong people skills; friendly, energetic, calm under pressure
- Self-motivated, uses initiative, detail oriented
- Exceptional verbal, and written communication skills
- Ability to exercise good judgment and maturity
- Proven organizational, time management and multi-tasking skills

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, supports for professional development, opportunity for advancement, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit a cover letter and resume to careers@miskanawah.ca. Please reference "Receptionist" in the subject line.