



Job Title: Receptionist
Reports to: Executive Assistant
Employment Term: Permanent, Part Time
Work Hours: 15 hours/week; Monday-Friday 3:30pm-6:30pm
Salary: \$20/hour
Work Location: 16 Spadina Road, Toronto

Native Canadian Centre of Toronto

The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

Mission: To empower the Indigenous community in Toronto by providing programs that support their spiritual, emotional, physical, and mental well-being.

Mandate: To nurture an inclusive environment where all people respect Indigenous knowledge.

Vision: The Native Canadian Centre of Toronto is dedicated to working with all of our relations toward a better future.

Values: Wisdom, Love, Respect, Bravery, Honesty, Humility, and Truth.

The Position

The part-time Receptionist is responsible for both reception and telephone duties including answering the phone, screening, and directing all external and internal calls to the appropriate person or department, and handling inquiries courteously, professionally, and in a timely manner.

Duties and Responsibilities

- Screen calls professionally and handle inquiries with tact and judgment;
- Greet visitors and notify the appropriate staff of arrivals;
- Perform opening and closing procedures, ensuring security of confidential items;
- Dedication to learning and embracing an Indigenous language that resonates with the NCCT community.
- Manage office directories and provide information on programs and events;
- Must be aware of and able to provide current information regarding program information and event schedules;
- Keep the reception area clean, organized, and stocked with the necessary supplies;
- Be familiar with staff schedules and meetings to direct inquiries appropriately;
- Assist with event and booking set-up/take-down as may be needed;



- Other related duties as may be assigned.

Qualifications:

- Proven work experience as a Receptionist, Front Office Representative, or similar role.
- Professional customer service attitude and appearance.
- Knowledge and understanding of Indigenous culture, history, and traditions an asset.
- Experience working within an Indigenous organization or with the Indigenous community an asset.
- Ability to operate a computerized switchboard and communicate effectively in English.
- Ethical, discreet, and tactful in a busy culturally diverse environment.
- Proficient in Microsoft Office and able to multitask.
- Organized, proactive, and able to work independently or in a team.
- Strong written and verbal communication skills.
- Satisfactory Criminal Record Check required.

Knowledge/Skills/Abilities:

- Working in a manner that preserves confidentiality and seeks to minimize risk;
- Experience working within an Indigenous organization or with the Indigenous community an asset;
- Knowledge of Indigenous Languages and Culture represented in NCCT community;
- Ensures the NCCT response is consistent with current local, provincial, and federal health guidelines and orders;
- Ensure practices and procedures exist to maintain the confidential storage and security of all staff files and other related information;
- Contributing to the centre's activities to collect, analyze, and report on data and relevant information, and participate in research.

The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.

This is a part-time position. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.

We thank all applicants for their interest however only those candidates selected for interviews will be contacted.

If this position interests you, and you meet all of the above requirements, please submit your resume and a cover letter: <https://pesceandassociates.talentnest.com/en/posting/179560/location/219785>



NCCT
NATIVE CANADIAN CENTRE OF TORONTO

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☎ 416.964.9087

📄 416.964.2111

🌐 <http://ncct.on.ca>

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR Consultants at nstaffen@pesceassociates.com or lvandenberg@pesceassociates.com of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.