



Sanala Culturally Supportive Housing Society
Unit #8 – 9250 Trustee Rd, Port Hardy, BC V0N 2P0

Receptionist/Executive Assistant

JOB SUMMARY

Join the Sanala Culturally Supportive Housing (SCSH) Society, a newly formed dynamic non-profit, Indigenous-led BC Non-Profit Society committed to ending homelessness for Indigenous peoples. We seek a self-starting Receptionist/Executive Assistant (EA) to support our Executive Director (ED) and facilitate seamless communication within our organization.

This role requires strong communication skills, an ability to support the vision of the organization and sensitivity, and non-judgement as a front-line receptionist welcoming in and referring members from the Indigenous Street Community, who are often un-housed. The Executive Assistant/Receptionist will play a key role to support the ED to implement a model of care that is tailored to northern Vancouver Island and to support the recruitment and onboarding of program services staff and culturally supportive housing staff. If you are interested in community engagement and being a catalyst for change, and have the skills to help build this new organization, this is the job for you.

Application Submission:

You are required to submit a resume and cover letter that highlights Indigenous ancestry, Indigenous community/organization involvements, education, certification, and how your knowledge, skills, and abilities will support and contribute to the SCSH Society and our community through a cultural lens.

Applications missing this will be automatically screened out of the selection process.

Preference will be given to qualified candidates with Indigenous ancestry.

The SCSH Society values strength in diversity. As an inclusive employer that celebrates the gifts of all its staff and encourages members of the 2SLGBTQQIA+ community to apply.



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Posting Details

Start Date: Immediately (with a March 31st 2025 end date although there is a strong likelihood for continuation)

Position Type: TERM Full-time, 35 hours per week.

Salary / Wage: **Dependent upon skills and abilities (Range \$27 - \$30 per Hr)**

Location: Unit 8 – 9250 Trustee Road, North Island Mall, Port Hardy, BC and other sites as required.

ABOUT THE ROLE

Board Support

- Draft reports for the Board of Directors to be presented at Board Meetings by the ED, including reporting on ED engagements and, when required, supporting the Board Chair with communications.
- Gathering information, maintaining accurate record keeping, and providing reminders to the ED and Board regarding Board meeting actions and agenda items.
- Preparing Board Agendas, taking and distributing minutes for approval, and sending out Board meeting packages in a timely manner.
- Coordinating the Board, Finance, Governance, and Committee meetings, including travel and cheque processing (travel-related reimbursements, facility rentals, accommodations, and meals).
- Learning and understanding the Bylaws and Governance Policies to plan and respond accordingly.
- Coordinating the AGM and Annual Board Retreat.

Administrative Calendar Management and Event Coordination

- Completing various administrative tasks, including managing multiple calendars, coordinating meetings, preparing briefing notes, data entry, arranging travel plans for the ED, drafting itineraries and agendas, flagging important



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deadlines, coordinating staff meetings and events, and responding to external and internal meeting requests.

- Managing the expenses and submissions related to credit card and cheque requisition submissions.
- Organizing events and being the main point of contact for event management.
- Coordinating meetings with managers and directors, following up with meeting minutes, and tracking the completion of action items.

Writing and Research (Proposals)

- Drafting letters to funders, donors, and external contacts as requested.
- Drafting staff memos, managing social media posts, and website maintenance as required.
- Summarizing articles/reports, editing, and proofreading documents.
- Assisting with research, analysis, and report writing.
- Proposal and grant writing; three to four proposals annually.

Technology Support & Desk-Top Publishing

- Creating and developing presentations and reports in Canva and PowerPoint.
- Tracking and reporting with Excel.
- Providing tech and software support to the ED.

Receptionist Duties

- Greet, welcome, and direct guests as they arrive at the office; refer to the appropriate staff member re: wrap-around supports
- Answer and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries, maintain logbook of incoming mail
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook)
- Order front office supplies and keep inventory of stock



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- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Chair the Occupational Health & Safety Joint Committee
- Maintain the upkeep and cleanliness of the facility.

QUALIFICATIONS & EDUCATION

- Preferred – Diploma/Associate’s Degree in a relevant field (public/business/office admin/community planning).
- Required – Proficient in Microsoft Office (Word, Excel, PowerPoint), Adobe Acrobat, Canva, and Social Media platforms.
- Experience working with Indigenous peoples and an awareness of the impacts of colonization.
- Preference is given to those with experience working at non-profits and with experience in coordinating events and community engagement.
- **Required – Valid driver’s license and a working vehicle.**

SKILLS & ABILITIES

- Ability to work professionally, effectively, and non-judgmentally with various personalities, needs, cultures, and abilities and provide hospitality and kindness in serving others.
- Ability to remain calm and professional in high-stress situations.
- Ability to work under pressure and exercise good judgment in a variety of situations.
- Ability to work independently, flexible, and adaptable to various competing demands.
- Demonstrate proactive approaches to problem-solving with strong decision-making capability.
- Ability to handle change, exercising flexibility with plans evolving and changing direction.
- Ability to demonstrate strong written and verbal communication skills.
- Demonstrated ability and success in proposal writing and program development.
- Ability to demonstrate organizational and administrative skills.
- Ability to handle confidential information with discretion.



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- Ability to effectively manage time to complete and prioritize various tasks within a given timeline, with adherence to essential deadlines.
- Ability to work independently, take initiative when necessary, and work collaboratively.
- Experience or personal insights into working cooperatively and non-judgmentally with people with disabilities, lived experience, addictions, etc.

HOW TO APPLY

Interested candidates are asked to submit a resume, cover letter, and certifications to SCSH Society (acting) Chair Stephanie Nelson, email: stephanie.nelson@gnhfs.com and to (acting) Vice-Chair Pat Corbett-Labatt, email: pcorbett-labatt@porthardy.ca.

Deadline for applications: June 28, 2024 at 4:00 p.m.

Ensure your application highlights how your knowledge, skills, and abilities will culturally support and contribute to our clients, the SCSH Society and our community.