



Carmichael Outreach Inc.

BN: 898819693RR0001

1510 12th Avenue, Regina, SK. S4P 0L5

P: 306-757-2235 | F: 306-757-2205

CARMICHAEL OUTREACH HIRING NOTICE

Receptionist

Posted Date: October 13, 2020

Apply By: October 27, 2020

Location: Regina, Saskatchewan

Employment Terms: Full time permanent; Monday to Friday; 8:30 – 12:30 and 1:00 – 4:30

Wage/Salary Details: 25,000 to 30,000 annually (salary will be dependent on experience and qualifications).

Contact Information:

Carmichael Outreach Inc.

1510 12th Avenue

Regina, SK. S4P 0L5

E: admin@carmichaeloutreach.ca

W: www.carmichaeloutreach.ca

DESCRIPTION

Carmichael Outreach is seeking a friendly, confident, and organized individual to join our team as our new Receptionist.

About Carmichael Outreach

Carmichael Outreach is a registered charity located in Regina, Saskatchewan that provides various services to those in our community who experience poverty and homelessness. Our mission is to foster empowerment through dignity, respect, and advocacy in our community. Our vision is to see the END of poverty and homelessness in our community, and we believe that we all need to work together to make this happen. Together, we CAN end poverty and homelessness!

Responsibilities/Duties

The Receptionist is the first face that people see when they visit our centre, and is responsible for managing all administrative activities at Carmichael Outreach Inc., as well as communicating directly with the public, be they guests in need of Carmichael's services, people wishing to make donations, potential volunteers, and more! This position needs to be filled by someone who is friendly, confident, and outgoing.

Duties may include, but will not be limited to:

- Greeting all visitors who access our centre
- Problem solving
- Answering phone calls and emails
- Scheduling appointments for people to drop off donations
- Processing ingoing and outgoing mail including handling cash and cheque donations as they come in
- Managing communications with phone and internet providers
- Ordering supplies as needed (e.g., printer paper)
- Monitoring/overseeing security cameras
- Photocopying, faxing, scanning
- Other various administrative tasks as needed.



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Qualifications

- Grade 12 education or higher is preferred. Degree or certificate in Business/Office Administration or similar is an asset.
- Comfortable with computers and technology
- Must be proficient in Microsoft Word, Outlook, and Excel
- Must have excellent written and verbal communication skills
- Experience working in an office environment would be an asset.
- Frontline experience with those experiencing poverty and homelessness would be preferred.

The right applicant for this position will be an outgoing and friendly people-person. You will receive many phone calls every day, and should be prepared to manage each call in a friendly and helpful manner, even when dealing with people who may be frustrated or dealing with a difficult situation. As the first person that many people will interact with at Carmichael, we want the person in this role to fully encompass and demonstrate our values of fostering empowerment through dignity, respect, and advocacy in our community.

Carmichael Outreach works with a broad cross-section of individuals who are either currently experiencing or are at risk of experiencing homelessness. This includes many who have struggled with mental health and addictions issues, trauma, physical or cognitive disabilities, and more. The right applicant for this position will be someone who possesses the ability to demonstrate patience when working with individuals who have experienced or are experiencing poverty, homelessness, addiction, and trauma. It is important to understand trauma and be comfortable working with (and respecting) everyone regardless of their social or economic position.

How to Apply

Please submit your resume, along with a cover letter detailing why you are the right fit for this role, via email to admin@carmichaeloutreach.ca or fax to 306-757-2205.

Thank you for your interest in joining the Carmichael Outreach family!