



Regional
HIV/AIDS
Connection

Employment Opportunity

Receptionist

Part-time, 3 Month Contract

Up to 25 hours per week at \$17.50 per hour

Regional HIV/AIDS Connection (RHAC) is a volunteer driven, non-profit, community-based organization serving London and the six surrounding counties – Perth, Huron, Lambton, Elgin, Middlesex and Oxford. We are community-inspired and dedicated to positively impacting the lives of individuals and diverse communities living with, at-risk for or affected by HIV/AIDS and Hepatitis C. Our philosophy includes adherence to The Ontario Accord/GIPA (Greater Involvement of People Living with HIV/AIDS), anti-racism/anti-oppression, sex positivity, principles of harm reduction, holistic health and civil society.

PRIMARY PURPOSE OF THE POSITION AND ROLE

The Receptionist will contribute to effective service delivery by ensuring all departments have access to administrative and operational support via the direction of the Director of Operations. This position is stationed at the main reception of RHAC and is often the first impression of the organization. Effective customer service skills are essential. The Receptionist/Administrative Assistant will be required to comply with all organizational policies and procedures and adhere to occupational health and safety requirements. Specific duties and responsibilities will include, but are not limited to, the following:

RESPONSIBILITIES:

- Ensure guests of the agency are received in a professional, respectful and friendly manner
- Ensure phone calls are answered and directed to appropriate personnel and/or provide information to callers as appropriate
- Collect statistical data related to agency service delivery
- Maintain administration handbook and agency policy manual
- Participate in agency fundraising and/or awareness campaigns
- Train and supervise volunteers and student placements involved in administrative duties, including: reception, filing, data entry, photocopying, fax etc.
- Other general administrative tasks as assigned

Qualifications:

- Minimum 2 years administrative experience
- Advanced office skills including: filing systems, reception skills, equipment maintenance and administration, IT troubleshooting

- Excellent multi-tasking, task/time management, problem solving and organizational skills
- Strong interpersonal, verbal and written communication skills
- Ability to work with diverse and/or marginalized populations
- Ability to work well both independently and in a team environment
- Crisis intervention skills
- Understanding of issues related to HIV/AIDS/HCV
- Flexibility to work occasional evenings and weekends in a variety of social and physical settings

Cover letter (including availability) and résumé may be submitted electronically to hr@hivaidsconnection.ca. Qualified applications will be considered as they are received. The posting will remain live until the position is filled.

Regional HIV/AIDS Connection is an equal opportunity employer. We strive to build an inclusive workforce that reflects the rich diversity of the community we live in. To this end, we encourage applications from persons living with HIV/HCV, members of GLBMSMT2S communities, individuals from First Nations, Inuit, and Métis communities, members of diverse ethno-cultural communities, and persons with dis/abilities.

We appreciate all submissions, however only those to be interviewed will be contacted.

No phone calls please.

September 10, 2019