**RECEPTION & ADMINISTRATIVE SUPPORT**
**(Auxiliary)**

MONOVA: Museum and Archives of North Vancouver's vision is an inspirational and transformative community hub where the stories of North Vancouver's people, places and past come to life. MONOVA operates both the Museum of North Vancouver in The Shipyards and the Archives of North Vancouver in Lynn Valley. MONOVA also supports several online/offsite experiences for the public to engage with and learn about the past, present and future stories of North Vancouver.

The ideal candidate handles a range of functions that support the Museum & Archives in creating a positive and engaging experience for both staff and visitors. The role welcomes guests to the Museum & Archives and relays information about MONOVA activities, events, programs and services in-person, by phone and by email, responding in a courteous and professional manner to the public and staff. Clerical work includes typing and proofreading various documents and correspondence, data entry, and maintaining records and office supplies. Works collaboratively with other staff and departments to support the administration of MONOVA activities; training and development opportunities provided. We are seeking organized, professional and self-motivated individuals with strong attention to detail. Experience working in a hospitality setting would be an asset as would an interest in cultural attractions, local history and Coast Salish culture.

**Summary of Duties**

- Welcomes and orients Museum visitors and provides information on services; responds to incoming calls, voice mail messages; and monitors email and responds to general enquiries.
- Types and proofreads a variety of documents including correspondence reports, proposals and web content; and relieves superiors of routine administrative detail.
- Sorts and distributes mail; maintains and collates routine records and statistics.
- Supports events and private rentals by setting up tables and chairs, organization of deliveries, liaising with equipment rentals and caterers, and other duties related to smooth delivery of events.
- Minor housekeeping duties as required such as wiping chairs and tables, cleaning linen, and general tidying and organization.
- Performs related work as required.

**Desired Experience, Qualifications and Skills**

- Completion of Grade 12, plus some related office experience; or a combination of training and experience.
- An interest in the Museum & Archives and North Vancouver history and culture.
- Knowledge of business English, spelling, arithmetic and punctuation.
- Friendly, courteous and outgoing with the public and staff, in person, and by phone and email.
- Familiar with office practices and procedures, and operation of office equipment and software.
- Ability to maintain records, confidentiality, accuracy and attention to detail.
- Ability to lift 50 lbs.
- Criminal record check required.

**Salary**: $21.69 per hour (PG10-1, 2021 rate)

**Start Date:** May 2024

**Schedule**: Variable hours, approximately 14-20 hours per week.

**Please apply to:**

Pamela Roberts, Manager of Business Operations
MONOVA: Museum & Archives of North Vancouver
115 West Esplanade, North Vancouver, BC V7M 0G7

Interested applicants should submit a cover letter and résumé submitted by e-mail to MonovaHR@monova.ca, by **April 30th, 2024** with your name and "Reception & Administrative Support" in the Subject line.

The cover letter should provide concrete examples that illustrate how they meet the education and experience aspects listed in the Desired Experience, Qualifications and Skills.

MONOVA believes that the benefit of an inclusive approach enhances creativity, diversity and innovation, and will build a workforce representative and reflective of the communities we serve. We are committed to developing a work environment and recruitment process that are inclusive and barrier-free. Please advise if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable manner. MONOVA is an equal opportunity employer, and we encourage candidates who are women, BIPOC, LGBTQ2S+ and people with disabilities to apply.