Dititdaht First Nation

Physical Address:
Balaats'adt Village
Nitinaht Lake, British Columbia

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P.O. Box 340
Port Alberni, BC V9Y 7M8

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Receptionist Job Posting

Job Title:	Receptionist	Job Category:	Permanent Full-Time
Department:	Administration	Rate of Pay:	$21- $25 per hour depending on qualifications
Location:	Balaats'adt Village, Nitinaht Lake	Posting Date:	July 23, 2026
Reports To:	Chief Administrative Officer	Closing Date:	July 30, 2026

Organization Overview

Dititdaht First Nation is a vibrant and culturally rich community located at the north end of Nitinat Lake on Vancouver Island, British Columbia. Our main community, Balaats'adt Village, serves as the administrative center and gateway to the world-renowned West Coast Trail. Committed to preserving our heritage, promoting the Dititdaht language, and fostering growth and development, we aim to provide exceptional services and support to our community and members while embracing the natural beauty that surrounds us.

Position Overview

We are seeking a dedicated and organized Receptionist to provide comprehensive administrative and clerical support to ensure the effective and efficient operations of the Administration Department. Reporting to the Chief Administrative Officer (CAO), the Receptionist will play a crucial role in supporting day-to-day administrative functions, assisting with communications, and contributing to the success of our programs and services.

Key Responsibilities

- Administrative Support
    - Prepare reports, memos, and documents using word processing, spreadsheet, and database software.
    - Assist in the facilitation and coordination of meetings, events, workshops, and conferences.
    - Maintain electronic and physical filing systems, ensuring documents are organized and accessible.
    - Schedule and coordinate meetings, appointments, and travel arrangements for staff.

    - Monitor and order office supplies, ensuring adequate inventory levels.
- Reception and Communication
    - Greet visitors and direct them to the appropriate person or department in a courteous and professional manner as requested.
    - Answer, screen, and forward incoming phone calls and emails, ensuring prompt and accurate responses.
    - Handle general inquiries from community members and the public with professionalism and diplomacy.
    - Assist in distributing internal communications, memos, and announcements to staff.
- Data Entry and Record Keeping
    - Enter and update data accurately in databases and spreadsheets.
    - Maintain records of incoming and outgoing correspondence and documents.
    - Assist in the preparation and distribution of meeting agendas and minutes.
    - Code and file financial material according to established records management procedures.
- Financial Support
    - Process invoices, expense reports, and purchase orders.
    - Assist with basic bookkeeping tasks and monitor expenditures.
    - Support the administration of financial records and documentation.
- Other Duties
    - Handle confidential information with discretion.
    - Provide support for special projects and research as assigned.
    - Perform other related duties to support the Administration Department as required.

Key Skills

- Strong organizational and time management skills with the ability to prioritize workload and meet deadlines.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to multitask and adapt to changes in organizational priorities.
- Attention to detail and problem-solving skills.
- Customer service orientation with a friendly and professional demeanor.
- Ability to work independently and as part of a collaborative team.
- Familiarity with office equipment such as printers, fax machines, and photocopiers.
- Understanding of Indigenous cultures and educational issues is an asset.

Preferred Qualifications

- Minimum Grade 12 education; a Certificate in Business Administration or Office Administration is preferred.

- Minimum of 2 years of office experience in an administrative or clerical role, preferably in a fast-paced environment.
- Experience working within an Indigenous community or organization is an asset.
- Knowledge of office management systems and procedures.
- An acceptable combination of education and experience may be considered.
- ***Note:*** *We encourage applications from individuals whose backgrounds may not align perfectly with the qualifications listed but who bring a unique perspective and experience to the role.*

Other Requirements

- Valid Class 5 driver's license as asset
- High degree of trust and confidentiality.
- Maintain positive, professional working relations with staff, community, and partners.
- Lifestyle consistent with the duties and responsibilities of the position.
- Must demonstrate professionalism while dealing with sensitive issues including tact, discretion and sound judgment.
- Clear Criminal Record Check and Vulnerable Sector Check (available upon request).
- Willingness to be office-based in the Nitinaht Lake community.
- Knowledge of the Ditidaht language or a willingness to learn is considered an asset.
- Flexibility to work occasional evenings or weekends for special events.

Regular Hours of Work

- 8:30 am – 4:30 pm, Monday to Friday.

Salary and Benefits

- Competitive wage based on experience and qualifications,
- Opportunities for professional development and training.
- Paid time off and sick leave.
- Supportive work environment with a focus on work-life balance.
- Potential for career advancement within the organization.

Application Process

This posting will close when the position is filled. Apply by sending your cover letter, resume, proof of educational credentials, and contact information for three professional references to: Email: reception@ditidaht.ca

Ditidaht First Nation is committed to employment equity and welcomes diversity in the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

General Contact Information

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Join our team and contribute to the growth and prosperity of the Dititdaht First Nation community!