Pasqua FIRST NATION

Pasqua Prevention
Job Description: Receptionist
Reports To: Program Manager
Rate of Pay: TBD

Position Summary

The Receptionist will provide administrative and clerical support to Prevention staff at the Prevention Office on the Pasqua First Nation. It requires the ability to work independently and receive general supervision. This position assists with program coordination, scheduling, record management, communications, reporting, and event planning to help ensure the effective delivery to youth, families, and community members. The Receptionist maintains confidentiality, supports, and contributes to a positive and professional work environment.

Responsibilities

- Provide administrative/clerical support to the Pasqua Prevention Workers, and Manager.
- Answer and direct phone calls, emails, and inquiries from clients, community members, and partner organizations.
- Maintain organized filing systems, both electronic and paper-based.
- Assist with coordinating Pasqua Prevention activities, workshops, cultural events, and community gatherings.
- Schedule meetings, appointments, and program activities.
- Prepare program materials, information packages, and promotional resources.
- Maintain accurate client and program records in accordance with confidentiality and privacy requirements.
- Serve as a professional and welcoming first point of contact for clients and visitors.
- Promote Pasqua Prevention programing through community announcements, newsletters, social media, and other communication channels.

Other Duties

- Participate in staff meetings, training, and professional development opportunities.
- Support special projects and initiatives related to wellness, culture, heritage, and services.
- Other duties as assigned by Executive Director.

P.O. Box 79 I Pasqua I Saskatchewan I S0G 5M0
Phone: (306) 332-5697 I Fax: (306) 332-5199 I Toll Free: 1-888-820-2202

Pasqua FIRST NATION

Qualifications

Education

- A High School Diploma.
- Equivalent education and experience may be considered.

Experience

- Experience working with confidential information.
- Experience with event coordination and program support is considered an asset.

Knowledge, Skills, and Abilities

- Strong organizational and time-management skills.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to maintain accurate records.
- Ability to work independently and as part of a team.
- Understanding of confidentiality, privacy legislation, and professional ethics.
- Knowledge of Indigenous cultures, values, traditions, and community services is an asset.
- Frequent use of computers, office equipment, and communication technology.

Requirements

- Valid Saskatchewan Class 5 Driver's Licence.
- Reliable transportation.
- Clear Criminal Record Check with Vulnerable Sector Check.
- Ability to maintain strict confidentiality.

Please submit application to
HR Manager
Pasqua First Nation
Email: hr@pasquafn.ca

Deadline for Applications November 20th, 2026