



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Part Time Position: Mail and Delivery Person

Scope: 20 hours per week

Hourly pay: \$25 - \$30

Location: Anacla Government Office

Key Accountabilities:

The mail and delivery person will be responsible for picking up Anacla Community/HFN Government mail and packages, sorting the mail, and distributing it to the appropriate mailboxes in upper and lower Anacla. In addition to mail delivery, the person will be responsible for managing the database for citizen mailboxes and key distribution.

Job Duties:

- Communicate with the Anacla Government Receptionist to ensure drop-off & pick up of mail, ensure packages are stored for pick up, and incorporate any Huu-ay-aht newsletters or notices in the mailboxes.
- Ensure the Anacla Community mailbox assignment is current by working with the AGO Receptionist.
- During AGO Office hours, the following mail pick-up and drop-off will occur: community mail will be picked up at the Canada Post Office on the East Side of Bamfield, sorted at the Anacla Government Office during office hours, and distributed to the community mailboxes in upper and lower Anacla.
- Complete the parcel/box mail form to insert into mailboxes for pick up in the Anacla Government Office
- Works with the AGO receptionist to ensure all forms are completed per citizen house to receive their keys for the mailboxes and the database is completed.
- Responsible for the replacement of keys, collection of fees from citizens for lost keys, and monitoring the keys.

Operational Requirements:

- Willingness and ability to work after office hours in the evenings, when required.
- Successful background checks, including employment verification and reference checks.
- Must have a Valid B.C. Driver's License
- Must have a Small Vessels Operators Proficiency (SVOP)
- Willing to do a Criminal Records Check
- Maintaining confidentiality and neutrality at all times.
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.

Education and Experience Requirements:

- Grade 12 or equivalent education
- At least 3 years of a clean driving record
- At least 2 years of experience operating a small vessel
- Strong customer service orientation
- Must be reliable, diligent, with a strong work ethic and accountable for time and actions on the job
- good communication skills with co-workers, citizens and the general public
- Demonstrated ability and experience in upholding the HFN organizational Values:
Professionalism, Respect, Health, Effective Communication, Trust, Support.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huvayaht.org by fax 250-728-1222. Please quote Mail and Delivery Person Job Posting. Closing date for this position is January 27, 2025, at 4:00 pm.