



POSITION TITLE: Receptionist and Office Coordinator (*Part Time: Monday to Thursday, 25 hours weekly*)

EXEMPT STATUS: Non Exempt

REPORTS TO: President and CEO

EDUCATION: Associate degree or equivalent

EXPERIENCE: Two years of directly related experience

POSITION FUNCTION/PURPOSE:

Responsible for administrative operations, including answering phone; greeting students, volunteers, and visitors; managing student and volunteer payments; managing student information system and IT requests; scheduling intake sessions and registration events; and ordering office supplies.

MAJOR RESPONSIBILITIES:

1. Ensure friendly and prompt greeting for phone calls and on-site students, volunteers, and visitors
2. Manage student and volunteer payments
3. Manage and provide training for student information system and manage IT requests (including computers and phone system)
4. Schedule intake sessions and assist with student registration events
5. Order office supplies and coordinate maintenance requests
6. Performs all other tasks and duties as assigned
7. All grant funded incumbents of this position must comply with time and effort reporting requirements

QUALIFICATION REQUIREMENTS:

Strong interpersonal skills.

Demonstrated knowledge of IT systems and Microsoft Office.

Demonstrated knowledge of bookkeeping processes.

Bilingual in English and Spanish preferred.

Professional appearance and demeanor.

Strong organizational skills and attention to detail.

Ability to work independently and as a member of various teams and committees.

Passion for mission.

Demonstrated ability to work effectively with other departments, volunteers, and community partners.

Demonstrated ability to work a flexible schedule, including evenings and/or weekends when needed.

Demonstrated competence in working with linguistically and culturally diverse constituencies.



PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:

While performing the duties of this job, the employee is regularly required to sit; use hands or finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must routinely lift and/or exert force of up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

The noise level in the work environment is normally moderate.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive description of all work requirements and responsibilities. Additionally, the minimum level of education notated as a requirement could be supplemented by commensurate experience and/or certification(s) or license(s) as determined by the hiring manager.

DATE REVISED: May 10, 2019