

**POSITION:** PART TIME RECEPTIONIST  
**REPORTS TO:** EXECUTIVE DIRECTOR

**HOURS:** 25 Hours per week {Temporary Position with the possibility to be hired on}

MONDAY-FRIDAY 9AM-2PM paid break (30 minutes)

Hourly Wage \$13.00

**EXPERIENCE/EDUCATIONAL BACKGROUND:** Minimum two (2) years' experience working in an office environment. Experience working with a diverse population.

**QUALIFICATIONS:** Demonstrated effective communication and organizational skills. Knowledge of community resources. Experience with computers and Microsoft Office Suite.

**RESPONSIBILITIES:**

- Answer multi-line phones (3 lines) and greet politely clients
- Sign in and register clients for the Food Pantry
- Initiate and assist with the client intake process
  - Review client intake forms before giving them to the Emergency Assistance Coordinator
- Process and sort donations. File hard copy donation receipts.
- Assist in managing the volunteer sign in/out procedure
  - Input volunteer hours into computer for tracking purposes
- Data entry
- Process/sort mail daily
- Other duties as assigned

**PHYSICAL REQUIREMENTS:**

- Prolonged periods sitting or standing at a desk and working on a computer
- Must be able to lift up to 20 lbs.

*For compliance and confidentiality reasons, current clients of any PCC programs are ineligible to apply for this position.*

\*\* To apply for this position, please email resume and cover letter to Chris Buckley at [chris@portagecommunitycenter.net](mailto:chris@portagecommunitycenter.net) NO PHONE CALLS PLEASE. Position will be posted until filled.