

POSITION: PART TIME RECEPTIONIST
REPORTS TO: EXECUTIVE DIRECTOR

HOURS: 25 Hours per week (for one year. Please see note below)

MONDAY-FRIDAY 10AM-3PM

***NOTE.....This is a grant funded position and funding may be extended. A grant funded position has no guarantee of on-going and indefinite employment.**

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.

RESPONSIBILITIES:

1. Answer phones & greet clients.
2. Sign in & register clients for the Food Pantry.
3. Initiate and help with the client intake process. Review client intakes before giving them to the Emergency Assistance Coordinator.
4. Process & sort donations. File donation receipts.
5. Help manage volunteer sign in/out. Input volunteer hours into computer.
6. Data entry
7. Ability to lift at least 25lbs.
8. Process/sort mail daily
9. Other duties as assigned

- **No phone calls please**
- **Pay is \$9/hr.**
- **Interested candidates should send their resume & cover letter to Chris Buckley at chris@portagecommunitycenter.net**

[Updated December 2015]