



## Position Description

**Position Title:** Hospitality Host/Assistant Receptionist

**Reports To:** Director of Finance

**Date of Last Revision:** April 2016

**FLSA Status:** Non-exempt; Part-time (.5FTE)

### **Position Summary:**

The Hospitality Host/Assistant Receptionist serves as the primary on-site point of contact for external partners using the community meeting rooms after hours and provides back-up to the Receptionist/Administrative Assistant during regular business hours.

### **Essential Accountabilities:**

1. Serves as on-site contact person for groups from outside the Foundation using the community meeting rooms during weekday evening hours. Responsibilities include responding to issues arising during meetings and coordinating with Facilities staff as necessary, according to established meeting room usage policies and procedures.
2. Serves as the back-up to the Receptionist as needed. Responsibilities include (but not limited to) answering, screening and directing incoming calls, greeting and assisting visitors, distributing incoming mail and faxes, sending community meeting room usage confirmation letters, coordinating with Facilities staff about community meeting room schedule and group needs as necessary, distributing or responding to e-mail received in the Foundation's general e-mail and providing back-up administrative support to the grant's team as needed.
3. Performs other administrative tasks and assignments as needed under the work direction of the Receptionist/Administrative Assistant.
4. Participates in the Finance and Facilities team and organizational teams and projects as assigned.

### **Supervisory Responsibilities:**

No supervisory responsibilities.

### **Education and/or Experience:**

- One year of post high school education/training in administrative procedures.
- Two years' work experience in related field.
- Training and experience in general computer applications, multi-line telephone systems, and general office equipment.

**Other Skills & Abilities:**

- Ability to exercise independent judgment and apply basic reasoning skills.
- Friendly and hospitable.
- Ability to work independently with flexibility to accommodate a varying work schedule including evenings, regular business hours and occasional split shifts.
- Proficiency with common computer applications, including word processing, databases and spreadsheets.
- Excellent interpersonal and communication skills.
- Basic math skills.
- Ability to work as a team member with a variety of people.
- Detail oriented and able to work with minimal supervision.
- Comfortable with multi-tasking and frequent interruptions.
- Ability to support organization values and operational procedures.

**Typical Physical Requirements for the Position:**

- Sitting at desk/computer, up to 8 hours per day.
- Repetitive motions of hands, fingers, wrists are needed 3-5 hours per day; (keyboarding usage).
- Occasional lifting, up to 45 lbs.

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**Supervisor's Signature & Date**

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**Human Resources Signature & Date**