



Receptionist & Admin Assistant

Position Reports To: Senior Executive Assistant

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POSITION SUMMARY

The Receptionist for the Community Education Building will greet all visitors to the building. This position is a primary point of contact for the CEB, schools and agencies housed within the building, and to that end must at all times be polite and courteous to clients and the public, be able to promptly address their needs and direct them to the proper person or location they are seeking. This person is also a primary security contact for the building and will be required to undergo training on access controls, camera monitoring systems, safety and security procedures and building policies. This is a full-time position with full benefits and parking. The start date for the position is November 2, 2020.

PERSONAL TRAITS AND STRENGTHS

1. Excellent communication and people skills
2. Highly Organized
3. Self-Motivated
4. Ability to work effectively with tenants, parents, visitors, delivery and service personnel, and volunteers
5. Ability to think logically with excellent attention to detail
6. Ability to act calmly under high levels of stress
7. Flexible
8. Ability to manage multiple tasks simultaneously to consistently meet timeframes and deadlines
9. Willing to assume responsibility without direct supervision and exercise sound judgment
10. Willing to work flexible hours when necessary and consistently on time

KEY ROLES AND RESPONSIBILITIES

RECEPTIONIST

- a) Welcome all visitors, determine nature of business, and direct to proper locations
- b) Act as primary point of contact for external inquiries and telephone calls
- c) Manage visitor access cards
- d) Assist school administrators with monthly updating of access controls log
- e) Learn access control, camera monitoring and safety systems, policies and procedures
- f) Maintain the reception area neat and presentable order
- g) Provide information to visitors such as directions, telephone numbers, program brochures, etc.
- h) Assist Senior Executive Assistant as directed

GENERAL ADMINISTRATIVE SUPPORT

- a) Provide administrative support to the Executive Team and Department Heads, including drafting and sending correspondence, information gathering, calendaring, copying, etc.
- b) Build relationships with clients, guests, and other stakeholders at a high level on behalf of the CEB
- c) Coordinate /attend bi-weekly operations team meetings, record minutes, and maintain action item report
- d) Manage inventory of office supplies
- e) Manage inventory for, and maintain CEB hospitality station
- f) Administer the building scheduling system; responsible for coordinating use of shared spaces



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- g) Make and confirm travel arrangements and coordinate submission of travel and other expenses for Senior Executive staff
- h) Sort and prioritize CEB mail
- i) Maintain the copier
- j) Serve as primary customer service contact for IT contractor and CEB needs

DEVELOPMENT ADMINISTRATIVE SUPPORT

- a) Support the execution of CEB events
- b) Track charitable and in-kind gifts, preparing and distributing relevant correspondence
- c) Manage the development database and support the preparation and compilation of reports, grant proposals, direct mail campaigns, letters of solicitation, thank you notes, etc.
- d) Support the VP of Development by
- e) Conduct research as requested on prospective corporate, foundation and individual donors

QUALIFICATIONS

- High School Diploma; Associates Degree preferred
- Minimum 3 years' experience in similar positions or comparable training
- Highly proficient with Microsoft Office suite
- Must pass criminal background check
- Must have the ability and genuine interest to learn new systems and technologies
- Good reading comprehension
- Ability to get to and from work reliably
- Bilingual Spanish/English- Preferred

This position description is not intended to be all-inclusive, and the successful candidate should expect to perform related duties as assigned by the supervisor.

EQUAL EMPLOYMENT OPPORTUNITY

The CEB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms the CEB's commitment to the principles of fair employment and the elimination of all discriminatory practices.

TO APPLY

Please email a cover letter and resume to Aryn Barreiro at abarreiro@cebde.org.