Title: Receptionist/Admin Assistant  
Salary: Starting $13 per hour/negotiable based upon experience  
Schedule: 20 hours per week, part-time, partial benefits  

DUTIES AND RESPONSIBILITIES  
• Serves as receptionist/admin assistant under the supervision of the associate director  
• Assists in providing clerical, secretarial, and other duties pertaining to the front desk for all Community Action programs (family development program, mortgage (HUD) counseling, food pantry, food warehouse, the Circles Program, etc.)  
• Assists in referring and directing families and individuals to appropriate programs and staff  
• Assists in answering the telephone and routing calls for the agency  
• Performs clerical duties, including making copies, routing telephone messages, filing, executing special projects, routing mail, ordering supplies, keeping voucher logs, filling donor records, receipting donations, etc.  
• Provides coverage at the front desk  
• Performs other duties as assigned  

FACTORS  
• Mental application: Requires moderate to heavy mental concentration to complete above the duties  
• Responsibility for contacts: Involves moderate to heavy contact with public and other agencies  
• Working conditions: Requires light physical effort; surroundings typical of the average office position; some lifting required  

QUALIFICATIONS AND ABILITIES  
• Graduation from high school and/or GED equivalent  
• 1–2 years experience in office/secretarial employment preferred  
• Basic computer and telephone skills  
• Ability to type 30–40 words per minute  
• Ability maintain a positive work atmosphere by behaving and communicating in a manner that fosters good relations with clients, customers, coworkers, and supervisors  
• Ability to meet the general public and other agency visitors with confidence, respect, and professionalism  
• Ability to effectively apply general office procedures and principles  
• Ability to follow oral and written instructions  
• Ability to defuse stressful situations  
• Ability to stay relaxed in the face of others’ distress  
• Ability to provide for the confidentiality of all services and communications, both written and verbal  
• Strong organizational skills in managing complex tasks with autonomy  
• Experience with low-income people (helpful)  
• Willingness and ability to work some weekends and/or extended hours  
• English and Spanish (preferred)  

Apply by submitting an application to LeeAnne Stanley at LStanley@CommunityActionUC.org or in person to Community Action Services at 815 S. Freedom Boulevard, Suite 100, Provo by Thursday, March 12, 2020, at 3:00 p.m.  
Community Action Services and Food Bank is an equal opportunity employer.