



POSITION ANNOUNCEMENT

Receptionist

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood Development (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Heating and Energy Assistance Program [LIHEAP], Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasanwk.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks a Receptionist that supports the Interim Center Director in assisting with the day-to-day administration and operations of the Community Empowerment Department located at 76 Clinton Ave. To be successful in this role, the Receptionist should be able to perform a wide-range of administrative and office support services and be passionate about serving the Newark Community. The Receptionist will serve as an integral member of the Community Empowerment Department and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Responsible for greeting and directing visitors and participants to appropriate program designation.
- Responsible for answering, screening, and transferring all incoming calls, including taking messages and providing information by answering questions and requests by participants.
- In charge of placing catering orders for special meetings and events.
- Responsible for placing service and facility inspection calls to keep all facility permits and licenses up to date.
- Create facility work orders.
- Responsible for maintaining calendar of conference room usage.
- Help create, maintain and file electronic and hard copies of community resources.
- Maintains inventory of supplies by checking stock to determine levels, anticipating needed supplies, placing, and expediting orders, and verifying receipt of goods.
- In charge of preparing all purchase requisitions and/or payment requests for the department.
- Other duties may be assigned to meet business needs.

Educational & Experience Requirements:

- Associate degree in Social Services with one year experience or High School Diploma/High School Equivalency with two years of relevant work experience/training.
- Punctual, detail-oriented, and proficient in Microsoft 365 with good interpersonal, written, and communication skills.
- Bilingual English/Spanish.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-time
- **FLSA status:** Non-exempt
- **SOC code:** 43-6014
- **Reports to:** Interim Center Director
- **Schedule:** 8:00am – 4:00pm
- **Compensation:** \$16.00 per hour
- **Fringe Benefits:** Health, vision, dental, life insurance and 401k retirement plan offered upon eligibility with 2% employer match.

COVID-19 Vaccination Requirements

- La Casa de Don Pedro requires vaccination against COVID-19 for all employees. Reasonable Accommodation based on qualifying disability, medical necessity or sincerely held religious belief in accordance with applicable law will be considered upon request.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with “**Receptionist**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.