



## 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](http://www.lacasanwk.org) and be sure to follow @lacasanwk on all social media platforms.

#### Who we Seek

La Casa de Don Pedro seeks a temporary Receptionist who will support the Managing Director in assisting with the day-to-day administration and operations of the Healthy Homes Department. To be successful in this role, the Receptionist should be able to greet, assist, and provide direction and information to program participants, visitors, and other guest. The Receptionist will serve as an integral member of the Healthy Homes Department and will contribute to the overall efficiency of La Casa de Don Pedro by providing personable and professional support.

#### Duties and Responsibilities:

- Greets all visitors in a professional manner.
- Responsible for assisting, providing direction and information to program participants, visitors, and other guests of the organization.
- Answers, screens, and directs phone calls to staff; takes messages and forwards messages via email or written form.
- In charge of maintaining visitors log daily.
- Receives and opens mail, packages, and courier deliveries.
- Coordinates the daily pick-up and delivery of all interoffice mail.
- Performs administrative and clerical support tasks (*i.e. photocopying, faxing, filing, etc.*)
- In charge of assisting callers with organizational information such as agency mailing and email addresses, directions, website information, etc.
- Other duties may be assigned to meet business needs.

#### Educational, Required Skills and Experience Requirements:

- High school diploma or equivalent required.
- Minimum of 3 years of relevant work experience.
- Proficient with Microsoft Office Suite or related software.
- Excellent written and verbal communication skills.
- Ability to work independently or as a team.

- Excellent interpersonal and customer service skills.
- Basic understanding of administrative and clerical procedures and systems.
- Professional business attire and or uniform required.

#### **Physical Requirements:**

- Prolonged periods of sitting at a desk.
- 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:** Temporary
- **FLSA status:** Non-exempt
- **SOC code:** 43-4170
- **Reports to:** Managing Director
- **Schedule:** Monday – Friday; 9:00am – 5:00pm
- **Compensation:** \$16.00 per hour
- **Fringe Benefits:** Employee assistance program, paid sick leave, holiday pay, 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](mailto: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.*