



community foundation

Muskegon County

Receptionist (part-time)

Reports to: Director of Administration / Corporate Counsel

FLSA status: Part-time (20 hours per week), hourly

The Receptionist is often a donor or guest's first point of contact for the Community Foundation and the Frauenthal Center, and the ideal candidate will possess a service oriented and friendly professionalism. The receptionist also provides administrative support to all departments, and possesses strong attention to detail, organizational skills, proficient computer skills in Microsoft Office products and an ability to learn our database. This person must have strong communication and interpersonal skills.

Diversity, equity and inclusion are important values of the Community Foundation. We are striving for a diverse workforce, made up of staff that represents the communities we serve.

Principal Duties and Responsibilities:

(These are intended to describe the general requirements for the performance of this job. It is not intended to be an exhaustive statement of duties, responsibilities, or requirements. All duties are to be performed in accordance with established Community Foundation policies, standards, and protocols.)

Reception

- Create a welcoming and helpful environment for guests, listening and directing them to the appropriate person/place and attending to their needs (coats, seating, coffee, etc.)
- Answer, screen, and forward incoming phone calls
- Provide basic, accurate information in-person and via phone/email
- Ensure reception area is tidy and presentable, with all necessary stationery and material and coffee supplies

Administrative Support

- Process incoming and outgoing mail, including maintaining a daily check log
- Provide administrative support such as scheduling, meeting arrangements (including setup and cleanup), mailings, filing, copying, packet assembly, etc.
- Order office and kitchen supplies; keep inventory, ensuring storage areas are orderly
- Operate and coordinate maintenance of standard office equipment such as copier/printer/scanners, fax machine, postage machine, multi-line phone system, etc.

Knowledge, Skills, and Abilities:

- Warm personality
- Driven to provide excellent service to diverse callers, visitors, and colleagues
- Excellent listening, verbal, and written communication skills; able to proofread and edit correspondence and other documents for punctuation, spelling, grammar, and data entry errors

- Strong computer skills; experience with Microsoft Office suite preferred, as well as ability to become proficient with Foundation database
- Organized, with strong attention to detail, good follow-through skills, and ability to prioritize
- Ability to work on own initiative and as a team player
- Love of community and a curiosity about the work

To apply:

1. Submit cover letter
2. Resume and/or application

to Rick Cornell at rick@muskegonfoundation.org or
425 W. Western Avenue, Suite 200, Muskegon, Michigan 49440 **by May 31, 2019.**