



Job Title: Front Desk Receptionist

Department: Administration

Supervisor: TBD

Location: Business office

Shift: Monday – Friday, 9-5pm

Employment status: 1.0 FTE; non-exempt - \$11.50-\$12.50 per hour

Summary: Manage the front desk reception area.

Essential Duties and Responsibilities:

- Greet each individual who enters the lobby.
- Provide forms to clients.
- Notify staff when scheduled appointments, or walk-ins arrive
- Maintain and ensure use of office visitor sign in sheet and staff boards.
- Answer and direct calls.
- Review voice messages and disperse accordingly.
- Meter outgoing mail.
- File and disburse client mail.
- Manage office and kitchen supply inventory.
- Receive, organize, and maintain in-kind donations.
- Maintain cleanliness of the lobby, reception, training and board rooms.
- Maintain the brochure wall, informational table, and bulletin boards in kitchen and hallway.
- Other tasks as assigned by supervisor or administrative staff.

Knowledge, Skills and Abilities:

- Knowledge and ability to work with people from diverse backgrounds and underserved communities.
- Actively promote a professional workplace culture of mutual respect and collegiality for all members of the organization and our partner agencies.
- Understanding or ability to learn the dynamics of domestic violence and the impact on adult and child survivors.
- Excellent judgment and strong interpersonal skills.
- Attention to detail.
- Excellent communication and time management skills.

Required Qualifications:

- Bilingual Spanish
- Experience working at a front desk and answering phones.
- Commitment to the Womenspace mission
- Ability to pass a background check.
- Successful completion of the Womenspace training program.

Application Procedure:

- Visit our website womenspaceinc.org to complete the application (under employment opportunities).

- Submit a cover letter, resume and application.
- Only submissions with all parts completed will be considered.
- See website for closing date.

The mission of Womenspace is to prevent domestic violence in intimate partner relationships in Lane County and support survivors in claiming personal power.