

## **Part-Time Receptionist**

### **Interfaith of Natrona County**

**Position Type:** Part-Time

**Compensation:** \$14–\$16 per hour, depending on experience

**Schedule:** Monday – Thursday, 9:00 a.m. – 3:00 p.m.

**Some weekend special events may be required throughout the year**

### **Position Summary**

Interfaith of Natrona County is seeking a friendly, dependable, and compassionate Receptionist to serve as the first point of contact for clients, donors, volunteers, and community members. This position plays an important role in creating a welcoming and respectful environment for individuals seeking assistance.

The ideal candidate will be highly organized, professional, patient, and exceptionally kind when interacting with clients from all backgrounds.

### **Essential Duties and Responsibilities**

- Answer incoming phone calls and direct calls appropriately
- Greet clients and visitors in a warm, professional, and gracious manner
- Take accurate phone messages and relay information to staff
- Schedule appointments and assist with office coordination
- Maintain cleanliness and organization of the office and reception area
- Restock pantry and office supplies as needed
- Assist case managers with administrative support tasks
- Perform filing, data entry, copying, scanning, and organizing of documents
- Maintain confidential and sensitive client information professionally
- Assist with general office operations and daily workflow
- Support staff during special events and community activities as needed

### **Qualifications**

- High school diploma or equivalent required
- Customer service or receptionist experience preferred

- Strong communication and interpersonal skills
- Ability to remain calm, compassionate, and professional in a fast-paced environment
- Strong organizational and multitasking abilities
- Experience with Microsoft Office Suite, including Word and Outlook
- Experience using Google platforms such as Google Docs and Gmail
- Ability to work independently and collaboratively with staff and volunteers
- Comfortable working with diverse populations and individuals experiencing hardship

### **Preferred Qualities**

- Friendly, welcoming, and service-oriented personality
- Strong attention to detail
- Dependable and punctual
- Ability to maintain confidentiality
- Compassionate and respectful approach toward clients and community members

### **Physical Requirements**

- Ability to sit and work at a desk for extended periods
- Ability to occasionally lift office or pantry supplies
- Ability to interact with clients in person and over the phone throughout the day

### **About Interfaith of Natrona County**

Interfaith of Natrona County has served the community for more than 40 years by providing emergency assistance and supportive services to individuals and families experiencing hardship. The organization is committed to treating all individuals with dignity, compassion, and respect.