



JOB POSTING

JOB TITLE: Receptionist

SALARY RANGE: \$20.00 - \$22.00/hr.

CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.

FLSA Classification: Non-Exempt/Hourly, full-time, regular

REPORTS TO: Operations Administrator

START: Immediately

LOCATION: Main Office

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION DESCRIPTION:

The Coalition for Humane Immigrant Rights (CHIRLA) is seeking a Receptionist for our main office. The Receptionist will manage the front desk on a daily basis and perform a variety of administrative and clerical tasks. The Receptionist will provide high quality administrative support services in a friendly, creative, organized and professional manner. This position requires a high-level energy, integrity and confidentiality.

DUTIES AND RESPONSIBILITIES:

- Greet and welcome guest as soon as they arrive at the front desk in a friendly and professional manner
- Answer, screen and forward incoming phone calls appropriately
- Check and route calls from general voice mailbox
- Ensure reception area is tidy and presentable, with all necessary stationary and material (e.g. Pens, forms, brochures, etc.)
- Provide basic and accurate information in-person and via phone/email
- Create/Remove staff mail boxes as necessary
- Receive, sort and distribute and maintain record of daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor general sign-in sheets and volunteer sign-in sheets)
- Coordinate use of conference room space and maintain schedule
- Manage the sign-in sheets for all visitors, clients and volunteers





SKILLS AND QUALIFICATIONS:

- Minimum two years' community college or equivalent preferred
- At least one year of administrative, HR, office management, clerical or similar work
- Strong project management skills with the ability to handle multiple projects simultaneously with a high degree of accuracy
- Prior customer service experience required
- Ability to work independently and handle multiple deadlines simultaneously
- Demonstrate diplomacy and an ability to maintain confidentiality
- Ability to react quickly and professionally within a constantly changing environment; adapt to changing priorities and unexpected events and manage competing demand.
- A proactive approach to duties, continually looking at ways to improve administration processes
- Flexibility to adapt style and method based on what is needed
- Ability to plan and prioritize work activities, meet deadlines and follow-up on assignments with a minimum of direction
- Strong attention-to-detail in a busy environment is required
- Excellent problem-solving and follow-through skills
- Excellent interpersonal and verbal and written communications skills
- Proficient with Word, Excel, and Power Point and other Microsoft Suite or other software utilized by CHIRLA
- Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution
- Spanish fluency is required as the job requires extensive representation in the Spanish language
- Strong commitment to CHIRLA's mission of empowering low-income community groups
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities

**To apply, submit cover letter, resume and references to: jobs@chirla.org
Subject Line should read: Receptionist**

