



## **Welcoming Center Receptionist**

Full-time: Monday - Friday, 7:00am-3:00pm (40 hours/week)

\$17.00/hr; medical and dental benefits included

Sacramento Loaves & Fishes is a non-profit organization providing survival services to people experiencing homelessness in a spirit of love, radical hospitality and generosity to all those who seek our assistance. We are currently seeking a Receptionist for our Welcoming Center which is often the first place our donors, guests and the community encounter on our campus.

### **Responsibilities:**

- Provide hospitable and compassionate service as point of contact for vulnerable homeless population accessing our services.
- Provide proficient knowledge of Loaves & Fishes programs and services offered onsite.
- Answer phones and route calls, respond to voicemail messages from guests, donors and the public.
- Oversee and supervise lobby area.
- Coordinate the monthly campus calendar and other small projects including: assist staff with monthly thank you letters, light filing, sorting, etc.
- Other duties as assigned.

### **Skills:**

- Knowledge of and commitment to the mission of Loaves & Fishes.
- Strong attention to detail and organizational skills.
- Strong written and verbal communication.
- Excellent phone etiquette is a must.
- Ability to type 30+ words per minute.
- Ability to research area resources through various means (Internet searches, directories, phone calls, etc).
- Experience with general clerical duties (filing, faxing, data entry etc.)
- Proficient with Microsoft Office programs (Excel, Word, Access, etc.)
- Proficient with Gmail and Google Docs.

**Please email your resume and cover letter to [HR@sacloaves.org](mailto:HR@sacloaves.org), or fax to 916-446-9376 no later than September 17, 2021.**