

### **Who We Are:**

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are currently seeking a part-time receptionist for Monday thru Friday from 8 a.m. to 12:30 p.m., at our main office at 2 Kingsland Avenue in Brooklyn.

### **What You'll Do:**

The St. Nicks Alliance part-time receptionist position is very important and highly visible position within the agency as this is the first point of contact with visitors and clients.

Specific duties include, but are not limited to:

- Reporting to work on time and ready to manage the reception desk at the start of your shift.
- Maintaining a professional appearance and wearing our company issued uniform at all times.
- Providing a friendly welcome greeting to visitors, staff and clients.
- Input Facilities Management (FM) Help Desk Tickets/Requests.
- Take proper action and use PA system to alert staff for emergencies.
- Maintain and manage the calendar schedule for all of the meeting rooms.
- Input data entry and/or other clerical projects as they arise at the reception desk.

### **What We Are Looking for:**

- high school diploma or equivalent.
- proficient in Microsoft Office and basic data entry.
- bilingual English/Spanish.
- great customer service

### **What's in it for You:**

- compensation range: \$20.00 per hour
- competitive benefits package (medical, dental, vision, 401k)
- 12 company paid holidays, paid vacation, sick, and personal time off
- learning & development opportunities and access to wellness programs

### **How to Apply:**

Applicants should send a resume and cover letter addressing what qualities you have that fit this role, plus any specialty instruction areas to [boleagah@stnicksalliance.org](mailto:boleagah@stnicksalliance.org). **Important Note:** Please place all content in the body of the email, as attachments will not be opened.

St. Nicks Alliance is an Equal Opportunity Employer that values diversity. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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