

JOIN OUR TEAM OF ROCKSTARS AT THE CARVER CENTER

BUSINESS TEAM Opportunity: Bilingual (English/Spanish) Receptionist available 12:00 to 5:00 PM Monday through Friday. Occasional night shift during the week or day shift on the weekend as needed.

Position Overview: The Receptionist serves as the gatekeeper to the programs of the Port Chester Carver Center. Carver Center has been serving the community since 1943. From March 2020 through June of 2021, we have distributed food to 78,000 individuals in 21,000 households. Join us in our mission to “Build Brighter Futures”.

Receptionist Position Specific Duties/Responsibilities:

- Answer phones, fax, transfer calls and take messages
- Log record keeping, if necessary
- Maintain receipt books
- Enter client information into computer program
- Receive mail
- Greet visitors to Carver, answer questions and direct them to the appropriate staff member, program or service
- Maintain the lobby in a well-organized fashion at all times
- Instruct visitors regarding Covid protocols

Receptionist Position Qualifications:

- **Must be bilingual in English/Spanish**
- High school graduate or preferably college experience
- Strong computer skills
- Experience working in an office environment
- Engaging personality and professional appearance
- Team player
- Positive attitude
- Punctual and reliable
- Strong organizational skills

Receptionist Training Requirements to Maintain Position:

- Attend required staff orientation.

Interested parties please email a resume and cover letter to gnocco@carvercenter.org, attention Gina Nocco, Sr. Director of Operations, 914/305-6038.