

Cuidando Los Niños (CLN) is a non-profit organization whose mission is to provide high-quality childcare and therapeutic services that meet the special needs of children experiencing homelessness and support services that assist their families to become re-housed and stronger.

Cuidando currently has the following opening:

Full-Time Receptionist

Hours: 7am – 4pm

Salary: \$19,760 - \$22,000DOE

Applicant must be bilingual, English and Spanish

Qualifications

- Must be at least 18 years old and be able to meet the State Child Care licensing regulations with respect to TB Testing and Criminal Records Background Check.
- Have a high school diploma or equivalent education (GED) and/or training
- Have at least two years verifiable job experience
- Understand and promote the mission of CLN
- Be able to communicate effectively with staff, parents, and children verbally and in writing, in both English and Spanish.
- Accustomed to working with diverse populations
- Be able to lift 40 lbs

Responsibilities

- Maintain friendly, stable front-office environment including organization and management of supplies, keeping copier and fax machine supplied with paper, staples, etc.
- Front reception area must be kept clean and professional in appearance.
- Answer moderately busy multi-line phone, direct calls, take messages
- Monitor front door. (Parents & children, staff, volunteers, potential/current donors, regulatory agencies, dignitaries)
- Open all correspondence, checks with one other staff member as a control.
- Log in all correspondence and checks and direct to appropriate staff members
- Assist administrative, program, and development staff with a wide range of duties
- Help set up for staff, other meetings
- Maintain confidential nature of work
- Good time management skills
- Ability to prioritize tasks effectively
- Proactive

Computer Skills: Outlook, Microsoft Word, Excel

Send letter of interest, resume & 3 references to sharonl@clnkids.org