



JOB ANNOUNCEMENT
PART TIME RECEPTIONIST

Title: PT Receptionist

Unit: Administration

Job Status: Non Exempt

Employee Type: PT/22.50 hpw - M-F 1pm-5:30pm

Fifth Avenue Committee (FAC), is a nationally recognized South Brooklyn based, nonprofit community development corporation and Neighborworks America member formed in 1978 whose mission is to advance economic and social justice by building vibrant, diverse communities where residents has genuine opportunities to achieve their goals as well as shape the community's future. FAC works to transform the lives of over 5,500 low and moderate income New Yorkers annually so that we can all live and work with dignity and respect while making our community more equitable, sustainable, inclusive and just.

To achieve our mission FAC develops and manages affordable housing and community facilities, creates economic opportunities and ensures access to economic stability, organizes residents and workers, offers student centered adult education, and combats displacement caused by gentrification. In addition to our grassroots neighborhood work, we are actively involved in broader coalitions and campaigns. Fifth Avenue Committee and its nonprofit workforce development affiliate, Brooklyn Workforce Innovations (BWI), and HUD certified counseling affiliate, Neighbors Helping Neighbors, NHN, have over 100 full and part-time employees. FAC, BWI and NHN have 7 offices in Brooklyn, including the main office in Park Slope/Gowanus.

Responsibilities:

Duties include but are not limited to:

- Greet guests/visitors/participants in a friendly and courteous manner.
- Answer incoming calls promptly, professionally and personably.
- Inform callers they may be transferred to voice mail if the individual is not available.
- Expedite the phone call to the correct person, limiting the amount of time the caller engaged in conversation and ensure callers are getting transferred to the correct individual.
- Provide the appropriate information regarding any programs, initiatives, or events.
- Immediately inform FAC, NHN, or BWI staff if an individual is waiting for them in lobby so as to limit the amount of time that the visitor is waiting for a staff member.
- Utilize voice mail and handwritten messages appropriately as requested. Take & relay messages.
- Accept rent checks from visitors/tenants, place them on the rent checks box, and properly acknowledge payment.

- Receive and distribute mail, deliveries, and packages.
- Arrange for FedEx/DHL/Airborne pick-up as requested by staff.
- Keep lobby and entrance orderly and assist in maintaining a professional, clean and courteous environment and ensured program materials are replenished.
- Inventory, order, and maintain appropriate office supplies.
- Participate in special clerical assignments and meet deadlines as assigned by the Director of HR & Administration or Executive Director.
- Adhere to the strict confidentiality policies as indicated by policies and procedures.
- Ask screening questions and take temperature of office visitors. Direct visitors according to COVID screening protocols and procedures.
- Perform other duties as assigned.

Qualifications:

- HS diploma or equivalent required.
- Bilingual (English/Spanish) preferred.
- Administrative Experience (typing, telephones, filing, etc.)
- Computer skills including Microsoft: Access, Word, Excel, Outlook.
- Experience with a range of office equipment (copiers, printers, phone systems).

Compensation:

Salary - \$16 per hour. Pro-rated, accrued sick and vacation time.

To Apply:

E-mail cover letter and resume with “**PT Receptionist**” in the subject line by to:

Fifth Avenue Committee, Inc.

Attn: PT Receptionist

621 DeGraw Street

Brooklyn NY 11217

jobs@fifthave.org

No phone calls please!

*Women and people of color and local residents are strongly encouraged to apply.
FAC is an equal opportunity employer (EEO).*