

JOB OPPORTUNITY

Front Desk Assistant (Part time)

YouthVille Detroit is seeking a Front Desk Assistant immediately to work up to 20 hours per week,

Administration

The Front Desk Assistant will report directly to the Front Desk Specialist

Responsibilities and Duties Description

- Answer all incoming calls and route them to the appropriate extensions
 - Provide information to members
 - Direct members and visitors to meetings that are taking place in the building
 - Schedule rooms for meetings
 - Process youth membership applications
 - Maintain sign in sheets
 - Maintain neatness and order of back office area
 - Cleanse reception area daily
 - Make copies of programs and replenish information daily
 - Organize information and discard old and dated materials
 - Replenish supplies i.e. paper, ink pens etc.
 - Transmit messages to Tenant Partners and Program Partners
 - Answer questions from the general public and potential YouthVille members
- *Please note duties may not be limited to responsibilities and description inscribed above.*

Qualifications

- Must be College Student
- Ability to multi task
- Excellent organizational skills
- Ability to maintain confidential information
- Excellent phone etiquette
- Ability to maintain the organizations data with diplomacy, and confidentiality
- Must have patience
- Ability to work with the public

To apply see information below

DEADLINE 1/13/2012

All resumes should be sent to: cwaldon@youthvilledetroit.org

Mail all resumes to: YouthVille Detroit

Attn: Carla Waldon
7375 Woodward Ave. Suite 2800
Detroit, MI 48202

NO PHONE CALLS PLEASE