New Directions for Youth, Inc.

7315 Lankershim Blvd., North Hollywood, CA 91605
phone: (818) 503-6330 fax: (818) 982-7019

www.ndfy.org

JOB ANNOUNCEMENT

**AGENCY MISSION:** New Directions for Youth, Inc. is dedicated to providing comprehensive programs and services to at-risk youth and their families.

**THE VISION**: A peaceful community where youth and families thrive and grow.

**JOB TITLE:**Front Office Receptionist

**REPORTS TO:**Administrator

**HOURS:**Part-time Monday – Friday, 8:00am to 1:00pm

**SALARY:**$15/hour

**GRADE:**A-3

**Purpose of this position:**

Provides excellent customer service and information to clients, volunteers, visitors and general public. Controls access to facility. Acts as a representative of New Directions for Youth (NDY). Assists with the day-to-day front office operations.

**Primary Duties and Responsibilities:**

· Answering telephones, copying, faxing, filing and other assistance as requested.

· Providing prompt and courteous service; distributing pertinent information about NDY to clients, volunteers, visitors, and general public; announcing visitors and clients of staff; answering questions and preparing mailings.

· Assist with client, volunteer, and visitor registration.

· Provide regular clerical and administrative support to the Administrator or other NDY staff, as necessary.

· Ensure that front office and lobby area are organized and clean.

· Attend mandatory meetings and trainings.

· Assume other duties as assigned.

**Skills and Qualifications Needed:**

**· Bilingual Spanish / English preferred.**

· High school diploma mandatory or equivalent.

· Knowledge and support of NDY’s mission and core values.

· Knowledge of processes, systems, standards, and procedures associated with customer service and basic office procedures.

· Ability to communicate effectively with parents, clients, donors, visitors, volunteers, and general public.

· Basic Microsoft Office skills.

Contact:

Please submit a resume to Ani Belichkov (abelichkov@mail.ndfy.org ) to be considered for the position via email, fax 818-982-7019. For more information, contact 818.503.6330.