



Job Description: Front Desk Coordinator

Application Closing Date: Open until filled; interviews conducted on a rolling basis.

Position Start Date: Immediate

Job Hours: 25 hours per week, Monday - Friday, 12-5pm; occasional evenings and weekends.

Pay: \$11.00/hour

Reports to: Executive Director

Position Summary: The Front Desk Coordinator is a part-time (possibly fulltime in future) hourly position responsible for staffing the community reception desk, overseeing facility use, library management, volunteer coordination, and administrative assistant duties. The Front Desk Coordinator holds a critical role in keeping The Center space welcoming and safe.

Experience required:

- High school diploma or GED equivalent
- Minimum 3 years administrative or secretarial experience

Skills Required:

- Ability to work collaboratively in an ethnically, linguistically, and culturally diverse environment.
- Demonstrating an acceptance and respect for cultural diversity including ethnicity, sexual orientation, gender identity and expression, political affiliations, and religious backgrounds.
- Basic word processing skills. Must be familiar with Windows environment and have working knowledge of MS Word, Excel, and PowerPoint.
- Excellent organizational skills; able to prioritize work in accordance with supervisory input.
- Detail Oriented
- Strong writing skills.
- Excellent interpersonal/communication skills; personable and professional telephone presence.
- Ability to handle confidential donor/constituency/employee/client information with sensitivity, integrity and accuracy.
- Able to lift up to 25 pounds.
- Fluency in Spanish is preferred; fluency in spoken and written English is required.

(con't.)

Specific Duties:

- Train and manage all front desk volunteers and create volunteer opportunities.
- Welcome on-site visitors; monitor visitor access and issues passes.
- Answer incoming telephone calls and forward calls appropriately; retrieve and forward voice mail messages.
- Respond to in-person and telephone requests for information about the Resource Center.
- Receive, sort and route mail; and deliveries.
- Order, receive and maintain office supplies.
- Create and maintain spreadsheets and databases.
- Monitor community sign-in and data collection for all Center visitors.
- Create and print fax cover sheets, memos, correspondence, reports, and other documents.
- Assist in developing packets for meetings, setting up conference calls, etc.
- Proofreading
- Coordinate scheduling of meeting rooms; take room reservations for meetings and events.
- Take payments for services and room rentals.
- Manage the community bulletin board; approve all materials to be posted.
- Maintain list of daily Center happenings (events, meetings).
- Maintain resource binders and electronic resource information.
- Monitor a facility-write in/out board.
- Manage process for check in/out of library materials.
- Filing, photocopying, collating and other clerical duties other as needed.
- Ensure facility is clean and presentable.

Benefits

- Ten vacation days/year
- Five sick days per year
- Paid National holidays.

Application Process

To apply, submit cover letter to and resume electronically or by mail to Max Disposti, Executive Director:

email: maxrome@cox.net
Address: North County LGBTQ Resource Center
510 North Coast Highway
Oceanside, CA 92054

Please note: we are unable to accept any phone inquiries for this position opening.

The North County LGBTQ Resource Center is an Equal Opportunity Employer.