

Job Title: Administrative Assistant/Receptionist

Status: Full Time

Department: Administration and CONNECT (TND)

FLSA Category: Exempt

Immediate Supervisor: Executive Director

Date Created/Revised: 7/29/19

OppCo is hiring a full-time **Administrative Assistant/Receptionist** to support [The Neighborhood Developers](#) (TND) and its [CONNECT](#) partnership. The Administrative Assistant/Receptionist is generally the first point of contact for TND and CONNECT clients, partners, and funders. General responsibilities include welcoming visitors, answering the phone, providing information about services and resources, completing intake forms and assessments, and referring clients to appropriate staff. The **Administrative Assistant/Receptionist** will also be responsible for the smooth operation of a busy office, staffed with 25 employees and provide administrative and general support, including directly to the Executive Director. A more detailed job description is available [here](#).

Job Requirements:

- A commitment to the mission of OppCo and TND.
- Basic knowledge of office procedures.
- Ability to communicate effectively and tactfully on the phone.
- Ability to interact positively with visitors and staff.
- Proficient in English and Spanish.
- Ability to multitask.
- Demonstrated ability to follow directions and procedures accurately and thoroughly.
- Ability to interact with a variety of people from different backgrounds including race, ethnicity, gender, sexual orientation, and socioeconomic status.
- Ability to work independently and as a team member.
- Basic competence in Microsoft Office programs, especially Word & Excel.
- College degree preferred. High school diploma or general education degree (GED) or equivalent required.
- One to three years of experience in an office setting.
- Have a great sense of humor and have fun!

We offer competitive compensation and good benefits. Please send resume and cover letter to personnel@tndinc.org or submit your resume to the following link: <https://www.tfaforms.com/4727949>.

We are an Equal Opportunity Employer and consider qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation or any other protected class.