

We're Hiring: Front Desk Support Specialist
Be the first smile they see & the calm voice they hear!

Are you a **people person** with a knack for keeping things running smoothly? Do you love being at the heart of the action while making sure everyone feels welcome and everything stays on track? If so — we want YOU on our team!

Position: Front Desk Support Specialist

Schedule: Full-Time | Monday–Friday | 8:00 AM – 4:00 PM

Pay: Starting at \$18/hour

Perks: Full benefits + room to grow

What You'll Do:

- Answer phones with professionalism & a positive attitude
- Greet visitors, customers & program participants with a smile
- Be a welcoming presence and the face of our organization!
- Monitor security cameras and help keep our building safe
- Provide clerical & administrative support across all departments
- Work closely with the Director of Funding Opportunities & Board Relations

What We're Looking For:

- Excellent communication & customer service skills
- Organized, detail-oriented, and adaptable
- Friendly, team-oriented, and professional under pressure
- Comfortable with multitasking and basic office tech

Why Join Us?

- ☒ Competitive starting pay
- ☒ Monday–Friday schedule — enjoy your evenings & weekends!
- ☒ Health benefits package
- ☒ Supportive team environment
- ☒ *Real opportunities to grow your career with us!*

If you're ready to bring your A-game and help us make every first impression a great one — **apply today and start your journey with us!**