



## **Job Vacancy Announcement**

### **Receptionist (F/T Non-exempt)**

The *Jewish Council for the Aging (JCA)*, located in Montgomery County, Maryland helps the wider community thrive by providing programs and services that support older adults and their families and build bridges across generations. Our focus includes:

- Empowering independence for seniors through transportation and employment programs.
- Offering solutions to families seeking information and support around aging through our Senior HelpLine and Medicare information services as well as our Kensington Clubs for people with early-stage dementia.
- Building caring connections across generations, through our Interages® Center that connects seniors with K-12 students.

Last year JCA directly served more than 6,000 people and indirectly touched at least 18,000 through social media, the website, and the Senior Resource Guides published in *Washington Jewish Week*. JCA serves seniors of all faiths, races, ethnicities, and income levels throughout the Washington region.

For more information about JCA, visit <https://accessjca.org/>.

**Job Title:** Receptionist

**Hours:** 40 hours/week

**Salary Range:** \$18-\$20/hour

#### **Job Summary**

We are looking for a Receptionist to manage our Front Desk on a daily basis and to perform a variety of administrative and clerical tasks. As a Receptionist, you will be our organization's first point of contact. Must have a pleasant personality, as this is also a customer service role. Multitasking skills are essential for this position. Reports to the Director of Office and Operations.

#### **GENERAL RESPONSIBILITIES/DUTIES:**

- Greet and welcome guests as soon as they arrive at the office
- Ask visitors to sign in logbook
- Contact person they are visiting and let them know who has come to see them

- Answer, screen and transfer incoming calls to appropriate person or department
- Ensure Reception Area is tidy and presentable, with all necessary stationary and material (e.g., pens, forms, brochures/flyers)
- Keep kitchen area tidy and clean
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access
- Keep inventory of kitchen and workroom supplies – inform Director of Office and Operations when reordering is needed
- Update JCA Outlook Calendar and schedule meetings, as needed
- Perform other clerical receptionist tasks such as filing, printing, photocopying, faxing, and other duties as assigned
- Perform a security check at the end of the day

#### **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

- **Proficiency in Microsoft Office Suites**
- Hands-on experience with office equipment
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Strong interpersonal skills and customer service experience
- Comfortable with use of cell phone and iPad

#### **PREFERRED:**

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Positive attitude

**Compensation and Benefits:** JCA offers a competitive compensation and benefits package including a 403(b); 100% company-funded Defined Contribution Retirement Plan after 2nd year; health and dental plans available to those working over 20 hours weekly; life insurance; short and long-term disability insurance; paid time off to include company and individual holidays, vacation, and sick leave.

TO APPLY: Email a **cover letter and resume** with subject line of **your last name/Job Title** to [resumes@AccessJCA.org](mailto:resumes@AccessJCA.org)

*JCA believes in equal opportunity for all workers, regardless of age, and that 50+ workers should have a level playing field in their ability to compete for and obtain jobs. Recognizing the value of experienced workers, we have proudly signed the AARP “Work Reimagined Pledge” — a promise to recruit across diverse age groups and to consider all applicants on an equal basis as we hire for positions within our organization.*

*It is the policy of the Jewish Council for the Aging of Greater Washington, Inc. to prohibit discrimination on the basis of race, sex, sexual orientation, gender, gender identity, gender expression, color, national*

*origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, hiring and promotion of its staff. Moreover, reasonable accommodations are available to persons with disabilities during application and or interview processes in accordance with the Americans with Disabilities Act. JCA intentionally seeks diversity in our staff, reflecting the diversity in our community.*

Posted September 1, 2023. Open until filled.