

SOUTHERN ARIZONA AIDS FOUNDATION

RECEPTIONIST JOB DESCRIPTION

Scope of Work: The Receptionist is responsible for greeting individuals both by telephone and in person, thereby promoting a positive image of the agency to the community; for photocopying and faxing; for processing and distribution of messages and mail; for simple word processing and data entry; for supervising reception volunteers; and for maintaining the overall appearance of the public areas of the office. The Receptionist assists with general office duties and inventory control of office supplies. This is a part-time, 25 hours per week, non-exempt position.

Functional Responsibilities:

- Answers and routes phone calls; checks voice mail.
- Distributes faxes daily.
- Receives and welcomes visitors and issues identification badges; ensures availability of coffee and water for visitors and volunteers.
- Trains, schedules, and supervises reception volunteers.
- Inventories, organizes, and maintains stocks of paper supplies, office supplies, and kitchen supplies (including tea and coffee stations.) Prepares order lists for Operations Manager.
- Processes daily incoming and outgoing mail for the agency. Keeps up-to-date with postal requirements and supplies. Assists with preparation of bulk mailings. Delivers interoffice mail to local offices daily.
- Assists with processing incoming cash and/or check donations.
- Ensures accessibility, cleanliness, and general pleasant appearance of public areas, including reception area and kitchen. Maintains supplies of brochures, flyers, and condoms. Posts and removes notices to clients, staff, and public in a timely fashion.
- Assists with office related documents and staff communication, as directed by the Operations Manager.
- Performs other duties as assigned.
- Reports to the Operations Manager.

Minimum Qualifications:

- Bilingual (Spanish/English).
- Two years' experience as receptionist or similar position.
- Ability to operate standard office equipment (computers, photocopiers, fax machines, printers).
- Experience working with multiple phone lines.
- Basic proficiency in Microsoft Word, Excel and Outlook.
- Sensitivity to cultural and personal differences in age, ethnicity, gender/gender.
- Understand and honor concept of confidentiality.
- Ability to project positive image of the agency while greeting visitors.
- Excellent clerical, oral, written, and organizational skills.
- Access to a reliable vehicle, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.

Preferred Qualifications:

- Experience working with office and building vendors.
- Creative; capable of working independently.
- Experience working with volunteers.

Compensation: Starting range \$16.00 to \$19.00, DOE; benefits include health, dental, and life insurance; long- and short-term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, or email to hr@saaf.org, or visit www.saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

Start Date: July 2021.