



Mittleman

Jewish Community Center

Schnitzer Family Campus

6651 SW Capitol Highway, Portland, OR 97219

P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

Job Announcement

Job Title: Welcome Desk Associate

HOURS: Saturday 7:45am to 1pm
Sunday 9am to 1pm
Monday 10am to 2pm
Tuesday 10 am to 2 pm
Additional seasonal hours as needed

WAGE: \$12.25/hr

PROJECTED START DATE: ASAP

TO APPLY: Apply online at our website: www.oregonjcc.org (select "About Us," then select "Employment").

Applications may also be obtained at Mittleman Jewish Community Center, 6651 SW Capitol Hwy, Portland OR, 503.244.0111.

The Welcome Desk Associate presents a positive and professional image of the MJCC when greeting guests and members. This position operates a multi-line telephone system, receives and screens visitors, answers inquiries regarding the Center, and renders clerical assistance as needed. This position also provides back-up for tours and sales of memberships.

The successful candidate will have:

- Six months of general office support experience preferred.
- Ability to project a positive professional image
- Excellent communication skills
- Experience using a multi-line telephone system
- Ability to work independently as well as part of a diverse team
- Ability to maintain speed and accuracy under pressure
- Ability to work a flexible schedule as needed

TYPICAL EXAMPLES OF WORK:

- Perform reception services at the reception counter. Greet and screen Center members, visitors and guests; ensure that each signs-in or presents a membership card. Answer multi-line telephone; screen and direct calls to appropriate personnel; take accurate messages. Provide information in response to general inquiries, including questions about membership, programs, schedules, center services, etc.
- Assist guests with program enrollment. Ensure the proper completion of enrollment forms; accept and receive payments; reconcile daily cash receipts. Perform related registration procedures as needed.
- Perform data-entry of member information. Provide additional office support (e.g. sort incoming mail, type correspondence and other documents, collate documents). Operate office equipment such as copiers, calculators, computer and other related equipment.
- Assume responsibility for following through with guest comments or requests. Maintain familiarity with all MJCC and PJA services, programs and staff. Practice safe work habits and contribute to the safety of self, co-workers and guests.

Due to the volume of applications received, only applicants who are interviewed will be contacted when the position is filled. If it happens that you are not invited to interview, please know that we are grateful for your interest in employment opportunities at MJCC!

ABOUT US: Mittleman Jewish Community Center is a vital institution for Jewish culture and identification, proud to offer its programs and services to everyone. For more than 100 years, the MJCC has offered educational, social, cultural and recreational programs.

Mittleman Jewish Community Center is an Equal Opportunity Employer.