

RACINE/KENOSHA COMMUNITY ACTION AGENCY, INC.
Job Description

Job Title: Receptionist/Support (Bi-Lingual)
Responsible To: Executive Assistant to the CEO
Salary Range: \$17.42/hr. - \$26.13/hr.

This is a 40 hr/wk, 52 wk/yr position unless programmatic needs dictate or require otherwise.

EMPLOYMENT REQUIREMENTS AND QUALIFICATIONS:

1. A minimum of an Associate's Degree in Communication is preferred, but will consider an individual with an Administrative Assistant Certification, along with 3 years clerical support experience in an office setting.
2. Must be bilingual in Spanish/English, with the ability to read, speak and write fluently in both languages.
3. Strong written communication skills both verbal and written are essential, with demonstrated ability to compose professionally-formatted and professionally-written business correspondences (letters, emails, etc).
4. Able to function in a fast-paced environment, possessing strong analytical and prioritization skills.
5. Ability to maintain confidentiality as it relates to clients and other agency business, which if released, would cause the Agency to lose clients or result in bad public relations.
6. Must be organized and able to work with minimum supervision, while maintaining a coordinated workflow.
7. Act as a source of reference for individuals seeking information in person as well as via phone, email, etc.
8. Present a professional demeanor while interacting with clients, general public, as well as with co-workers.
9. Proficient in Micro Soft Suite, including but not limited to, Word, Excel and Outlook.
10. Ability to record, transmit and input information accurately into existing database, which could include spreadsheets.
11. A valid driver's license, access to a motor vehicle during work hours and appropriate automobile insurance, with a driving record that is acceptable to our insurance carrier is required.

DUTIES AND RESPONSIBILITIES:

1. Answer phones and greet visitors in a professional manner at all times.
2. Assess and determine the initial needs of all visitors in an efficient, effective and timely manner.
3. Schedule and or coordinate various meetings for CEO, and other team members.
4. Function as a liaison between the Board of Directors and Executive Assistant to the CEO for tasks which include, but are not limited to, Board meeting preparation, follow-up with Board members and coordination of Board materials, set-up of electronic link, allowing Board Members access to meeting material.
5. Maintenance of Board of Directors manual and distribution of manual updates to the CEO, Executive Assistant to the CEO, and Board Members.
6. Assist in completing reports due to the Program Support Coordinator and Human Resources Director on a quarterly basis and complete projects/mailings as assigned by the Executive Assistant within the specified timeframe.
7. Work with Executive Assistant to the CEO to obtain quotes from prospective vendors, execute purchase order requests in Microix Module and provide follow-up when necessary.
8. Assist the Executive Assistant to the CEO in completing the annual renewal process at the System for Award Management portal (www.sam.gov).
9. Assist the Community Services Administrative Coordinator with special projects/events (e.g. Holiday Basket Project, Orientation for New Board Members, etc.).
10. Compose official acknowledgement letters to all donors on behalf of the Chief Executive Officer.
11. Assist with scheduling and/or coordinating various meetings for the Chief Executive Officer and other team members.
12. Develop and maintain an electronic centralized agency calendar for various meeting spaces within the building.
13. Work with the Community Services Manager to implement and expand the Senior Fresh produce project.
14. Monitor and update the Community Senior Food Program (CSFP) eligibility list as needed.
15. Provide additional support to Executive Assistant as needed.
16. Maintain an electronic centralized agency calendar for various meeting spaces within the building.
17. Attend meetings and trainings as requested.
18. Perform all other duties as assigned.

If requested, reasonable accommodations will be made for persons with disabilities for any part of the employment process, in accordance with Disabilities Act of 1990.

EQUAL OPPORTUNITY, AFFIRMATIVE ACTION OFFICER

08/01/2010, 06/06/2012, 02/2016, 05/2018, 11/2018, 12/2020, 8/2021, 01/2022