



Metro Community Development Corporation dba Delavan-Grider Community Center

**Job Title:** Part-Time Front Desk Receptionist

**Location:** 877 East Delavan Avenue, Buffalo, NY 14215

**Wage:** \$17.00 per hour

**Hours:** Part-time with flexible scheduling to cover operational hours

**Description:** The Delavan Grider Community Center is currently seeking a dynamic individual to fill the role of Part-Time Front Desk Receptionist. This position plays a pivotal role by providing administrative support to the executive team while ensuring a welcoming and efficient front desk operation that contributes to the overall excellence of community service.

**Key Responsibilities:**

Front Desk Reception

- Warmly welcome visitors and community members at the front desk.
- Efficiently handle incoming phone calls, inquiries, and provide accurate information.
- Maintain a tidy and professional front desk area
- Maintain the overall calendar of events
- Scheduling of block club meetings, town meetings and outside events
- Process and maintain community center memberships.

Visitor Access Coordination

- Coordinate and monitor visitor access, ensuring a secure and hospitable environment.

Mail and Package Management

- Manage incoming and outgoing mail and packages promptly and accurately.

**Qualifications:**

- Previous administrative, customer service, or front desk experience required
- Strong communication skills, both in-person and over the phone.
- Strong office-related skills and ability to problem solve.
- Proficient in Microsoft Office, Google Suit, and adept at email correspondence.
- Customer service-oriented with a welcoming demeanor.
- Ability to handle confidential information with the utmost professionalism.

Please submit your resume and coverletter for consideration to [metrocdc877@yahoo.com](mailto:metrocdc877@yahoo.com).

Metro Community Development Corporation is an Equal Opportunity Employer and encourages applications from individuals who reflect the diversity of the community it serves.