



Position Title: Receptionist and Administrative Assistant

Primary Reporting Responsibility: President/CEO

Status: Part-time, non-exempt, in person (20 hours/week)

BCAT is seeking a part time receptionist who is detail oriented, well organized, and can work in a fast paced and changing non-profit environment to support organizational effectiveness. Core hours for the position are 20 hours per week, Monday through Friday from 2pm to 6pm. This is an in person, onsite position.

The Receptionist's primary role is to greet and screen visitors to BCAT. The receptionist is the first point of contact with the public entering the building and must have an inviting, patient and professional personality. The receptionist is expected to be aware of the surroundings and be able to assist and direct visitors and students. The receptionist must be able to quickly learn about BCAT to be a public ambassador as well as answer questions from the public. The ideal candidate will be proactive, observant and prompt.

Essential Responsibilities:

- Greet, screen and direct visitors to the building
- Greet and direct callers
- Provide administrative support to the President and CEO
- Other duties as assigned

The right candidate will have:

- Two years experience working in an office setting; experience in a nonprofit or educational setting is a plus
- Strong computer skills, including proficiency in Microsoft Office and Google Workspace
- Strong communication skills
- Ability to multi-task and work well with all levels of the organization
- Excellent customer service skills

Physical Demands:

- Sitting for long periods of time at a work desk/computer on a daily basis.
- Receptionist must be able to move from front desk to entry door multiple times during a shift, for COVID-related screening of visitors to the building

Benefits:

- 401K with employer match

BCAT is a not-for-profit whose mission is to provide opportunities for careers through the arts and technology for youth and workforce development for adults. BCAT offers opportunities and resources for a diverse population, supporting youth and adult learners in an equity-focused environment. Our learners are valued and respected for their authenticity. We capitalize on their strengths and prepare them for living healthy, creative, inspired, and productive lives in our community.

BCAT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. BCAT seeks to recruit, develop and retain the most talented people from a diverse candidate pool.

Interested candidates should forward a resume/CV and cover letter to eisenhauer@bufcat.org. Applications will be accepted until the position is filled. Interviews will begin September 13, 2021.