



BILINGUAL SPANISH/ENGLISH RECEPTIONIST – PITTSFIELD

Elizabeth Freeman Center seeks an energetic, responsible person for a receptionist at our Pittsfield office. Our receptionist answers the phone and greets clients, does clerical work, and maintains calm in a busy environment. Requires excellent communication and organizational skills. Bilingual (Spanish/English) required. To apply, email cover letter and resume to jobs@elizabethfreemancenter.org. AA/EOE

Responsibilities include:

- Answer telephone, screen and direct calls
- Greet clients and people who walk-in, make them feel welcome, direct them to appropriate destination
- Perform general administrative and clerical support, such as monitoring fax machine, making copies, faxing, preparing letters and documents, keeping records/logs, helping to maintain a welcoming physical environment, etc.
- Receive and process mail daily according to agency procedures
- Ensure knowledge of staff members' whereabouts
- Keep track of availability of meeting rooms
- Tidy and maintain reception area, administrative area, conference room, and waiting room
- Maintain sense of calm in a busy environment
- Complete domestic and sexual violence initial training
- Other duties as assigned to promote agency mission

Preferred qualifications include:

- Bilingual (Spanish/English)
- Ability to be welcoming, supportive, and calm
- Commitment to protecting the confidentiality of clients
- Highly responsible, professional, and efficient
- High school diploma
- Must successfully pass Criminal Record Check-CORI and have reliable transportation



Work Hours:

Full-time. Office hours are 9 am to 5 pm.

Compensation and benefits:

Elizabeth Freeman Center is committed to working for economic and social justice for staff as well as clients and believes in offering all staff competitive salary and benefits, engaged and dedicated colleagues, training and education in best practices, career development opportunities, openness to innovation, and the opportunity and resources to do meaningful, impactful work. This position begins at \$23 per hour (\$47,840 annually) with a year-end bonus dependent on available funding. EFC pays 85% of health insurance premiums for eligible employees and contributes to an FSA. We have generous paid leave as well as other benefits.

Applying:

To apply, please send a cover letter and resume to jobs@elizabethfreemancenter.org. Deadline is rolling until position has been filled.

EFC is an Affirmative Action/Equal Opportunity Employer. People who are bilingual/bicultural, of color, LGBTQ, and/or living with disabilities are strongly encouraged to apply.