



Job Title: Receptionist/Administrator

Location: Cameron Community, 48 Cameron Street, Rochester, NY 14608

Job Summary: Cameron Community is seeking a dedicated and professional full-time Receptionist/Administrator to join our team. The ideal candidate will be responsible for managing the front desk area, providing administrative support, and ensuring smooth day-to-day operations. This role requires excellent communication skills, proficiency in Microsoft Office and Outlook 365, and the ability to handle multiple tasks efficiently. Bilingual candidates are highly preferred.

Candidates will be expected to work on site between the hours of 9:00 a.m. and 4:00 p.m.

Duties and Responsibilities:

- Answer and direct phone calls in a polite and friendly manner.
- Greet visitors and manage the front desk area, ensuring a welcoming environment.
- Schedule appointments and take messages accurately.
- Handle basic office tasks, such as sorting mail and ordering supplies.
- Create and edit documents, including reports, presentations, and correspondence.
- Manage schedules and calendar appointments for staff members.
- Provide support to the administrative team and other staff members as needed.
- Maintain a high level of proficiency in Microsoft Office and Outlook 365.
- Communicate effectively in both English and Spanish.

Qualifications:

- High school diploma or equivalent; additional qualifications in office administration are a plus.
- Proven experience as a receptionist, administrative assistant, or similar role.
- Proficiency in Microsoft Office and Outlook 365.
- Excellent verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Ability to work independently and as part of a team.
- Bilingual proficiency is required.

Hiring Statement:

At Cameron Community, we are committed to fostering an inclusive and diverse workplace where every team member feels valued and respected. We believe that our strength lies in our differences and that a diverse team brings a wealth of perspectives and ideas. We are dedicated to creating an environment where everyone, regardless of their background, can thrive and contribute to our mission. We welcome applicants from all walks of life and are proud to be an equal opportunity employer.

How to Apply: Interested candidates should submit their resume and cover letter to Acting Executive Director, Jonathan Hardin, at j.hardin@cameronministries.org, by February 15, 2025.