



POSITION AVAILABLE

Outreach Community Ministries, Inc. (OCM) is a Christian, community service organization seeking to attract and hire a diverse staff of highly competent professional employees.

Position Title: **Bilingual Receptionist (Spanish/English Required)**

Division: **The Outreach Community Center in Carol Stream (OCC)**
The Outreach Community Center in Carol Stream is a multi-purpose, neighborhood resource center serving a low-income, ethnically diverse neighborhood. Services include counseling, casework, mentoring, community development and after-school programs for children and youth.

Job Responsibilities: The Bilingual Receptionist is responsible for carrying out Front Desk duties including answering phones, welcoming clients and visitors, triaging casework calls, managing mail, and providing administrative support for the Office Manager and program staff including typing, filing and translation work.

Requirements: Previous receptionist and customer service experience. Bilingual (Spanish/English) language skills with the ability to translate documents required. Strong communication skills & telephone etiquette. Welcoming and professional manner with a commitment to outstanding customer service. General knowledge of office procedures and equipment. Proficiency in Microsoft Word, Excel and Outlook; minimum typing speed of 45 wpm. Strong organizational skills and ability to multi-task. Ability to manage sensitive and confidential information. Demonstrated sensitivity to the needs of low-income and culturally diverse populations. A commitment to OCM's Statement of Mission and Faith.

Status: Part-time at 25 hours per week.
Summer Hours (June - August): 12pm-5pm
School Year Hours: 2pm-7pm

Compensation: The hourly rate for this position falls between \$13.65 - \$14.50 per hour based on skills, language ability and experience.

Apply Online: www.outreachcommunityministries.org

Posting Date: September 14, 2021

OCM complies with all applicable state and federal laws pertaining to nondiscrimination in employment, including nondiscrimination on the basis of race, color, sex, national origin, age, and disability. As a religious organization, OCM reserves the right to make employment decisions based on its religious identity, as permitted by state and federal law.