

Friends Center

Job Announcement, May 2023

FRIENDS CENTER RECEPTIONIST

Friends Center, the Quaker hub for peace and justice in Center City Philadelphia, seeks a well-rounded, gracious **Receptionist** to staff the front desk in its main lobby.

Friends Center includes the historic Race Street Quaker Meetinghouse and the office building at 1501 Cherry Street, which has nearly 30 nonprofit tenants working for a better community, city, and world. Friends Center also hosts meetings and conferences for tenants and outside groups, and the local Quaker congregation worships in the Meetinghouse on Sundays. Friends Center's front plaza and interior courtyard and gardens provide a place of peace in Center City for tenants and visitors alike.

The right candidate for Receptionist will make sure that tenants, guests, and visitors have a pleasant experience on our campus, especially when arriving and departing. Friends Center strives to be a friendly, supportive place to work, with competitive pay and excellent benefits, and opportunities for growth.

ABOUT THE POSITION

Position Summary: The Receptionist is responsible for the front-of-house during regular office hours. This position staffs the front desk, maintains building safety by following established security procedures, and serves as the welcoming face of Friends Center for all tenants and visitors.

Status: Full-time, 35 hours/week, Non-exempt.

Location: Philadelphia, PA

Application Deadline: Open until filled

COMPENSATION

- Starting compensation: \$16/hour
- Benefits include: paid time off; paid sick leave; paid healthcare, dental, and vision insurance; 403(b) retirement plan with employer contribution and match; and paid life and disability insurance.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Welcome tenants and greet and direct all visitors
- Maintain building safety through following security procedures
- Maintain front lobby, including sorting mail and packages and monitoring notices posted on bulletin board
- Alert operations staff about maintenance and other building issues



QUALIFICATIONS

Minimum:

- Basic skills: Customer relations. Courteous manner. Professional appearance. Clear telephone voice and manner. Competence in Microsoft Office: Outlook, Word, Excel.

Preferred:

- Competence in or knowledge of building maintenance
- Knowledge of the Religious Society of Friends (Quakers)
- Event support experience

TO APPLY:

Send application with resume or employment history

- By email to info@friendscentercorp.org; or
- By mail to Facilities Assistant, c/o Friends Center, 1501 Cherry Street, Philadelphia PA, 19102.
- No phone calls please.

PROCESS:

Candidates of interest will have either a phone interview, an in-person interview, or both. As part of the assessment process, candidates may be asked to work a paid (\$16/hour) two-hour shift at the front desk.