



**Red Hook Initiative**  
**Receptionist/ Administrative Assistant**  
**JOB DESCRIPTION**

**Position:** Receptionist/Administrative Assistant

**Reports to:** Office Manager, Executive Director

**Status:** Full-time, non-exempt

**Salary Range:** \$18-\$22 per hour, and full benefits

**Summary/Description:** The receptionist/administrative assistant is responsible for answering phones and welcoming all employees and guests to RHI. This person is the first point of contact for visitors to the center and supports them with inquiries. The receptionist/administrative assistant supports the full RHI staff, and especially the Operations team, in the daily functions of the office and has additional responsibilities at the discretion of the Office Manager and the Executive Director. He/She/They will also support the Executive Director and select members of the Leadership Team with calendar management and scheduling.

**Responsibilities:** The responsibilities of the Receptionist include but are not limited to:

**Office Reception**

- Greet clientele in person or on the telephone and relay messages and requests to appropriate staff members
- Support with COVID-19 safety protocols and screening form for all guests and staff in the building, and manage registration/sign-in of all visitors
- Oversee all RHI shipping and receiving via USPS, UPS and/or FedEx
- Assist Office Manager with general office supply inventory. Survey supply inventories weekly and place order in Amazon cart when supplies need replenishing
- Assist the Development team with administrative projects, such as printing name tags for events or executing mass mailings
- Maintain an orderly front office environment
- Attend and contribute to monthly Ops team meetings
- Support Office Manager as needed with managing the facility and liaising with staff to update it as needed; working closely with program directors to ensure its accuracy

**Administrative Assistant**

- Support the Executive Director or other Directors with scheduling and managing calendar appointments, as relates to team or RHI-focused meetings
- Assist in scheduling board meetings or phone calls, and support with preparation of board meeting materials (agendas, minutes, etc.)
- Create and manage Doodle polls or other scheduling tools
- Make admin purchases such as food orders and car services; working closely with the Finance team to ensure that all receipts are collected and logged correctly
- Basic research of people, places, or projects as relates to ED priorities.

**Skills, Qualities, Knowledge and Abilities:**

- Outgoing personality and willingness to interact with a wide variety of people
- Excellent organizational skills; demonstrated ability to follow tasks through to completion, over time
- Capable of working on multiple tasks at one time, and demonstrated ability to make sound decisions in rapidly changing and complex environments
- Ability to keep accurate records
- Attention to detail and a conscientious attitude
- Professional, mature demeanor
- Patience

**Preferred Experience and Qualifications:**

- High School diploma or GED
- 1-2 years previous administrative work, customer service or related experience
- Red Hook resident and/or familiarity with Red Hook and commitment to RHI mission
- Bilingual (English/Spanish) preferred
- Experience with Google Suite and Outlook, as well as other scheduling tools

**To Apply:** Please email a cover letter and resume to [apply@rhicenter.org](mailto:apply@rhicenter.org) with 'Receptionist/Administrative Assistant' in the subject line.