

Westchester Community Opportunity Program, Inc.
2269 Saw Mill River Road, Bldg 3
Elmsford, NY 10523-3833

Job Description

Title: Bilingual (English/Spanish) Receptionist

Immediate Supervisor: Area Director

Description Summary:

The Receptionist/Staff Assistant will work at WestCOP's Putnam Community Action Partnership (CAP) office, under the direction of the Area Director, to assist in disseminating vital services and program information to the underserved population of Putnam County.

Responsibilities and specific duties

- Identify and gain expertise about the services that are provided by the CAP
- Responsible for maintenance of records to satisfy requirements of funding sources
- Collect and input client data into agency software program
- Greet all agency guests/serve as the face of the agency
- Answer telephone
- Assist with food pantry distribution
- Notify clients when they are due for agency recertification
- Assist donors when making donations to the agency
- Assist with ensuring compliance with agency records
- With approval from Director, establish and maintain contact with community organizations to assure cooperation with the CAP to accomplish goals and objectives
- Cooperate with other staff to accomplish general goals of WestCOP

Key Working Relationships

Internal: Director
Assistant Director

Knowledge and skill requirements

Desirable level of formal education: High School Diploma, some college preferred.

Total number of years of applicable experience to qualify: Experience should include at least three years in human services or related field.

Specialized knowledge, training, or skill requirements: Should have demonstrated experience dealing with at risk populations; experience handling sensitive personal information with discretion; bilingual Spanish/English required; proficiency in Microsoft Office programs required.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.