



Job Title: Front Desk Receptionist

Location: Community Matters, 2104 Saint Michael Street, Cincinnati, OH 45204

Status/Hours: Part-time, 24 hours/week, (9:30am – 3:30pm, Monday-Thursday)

Compensation Type: Non-exempt, salary

Compensation: \$17-19/hour

Reports to: Chief Operating Officer

Job Overview

The Front Desk Receptionist will manage the front desk of Community Matters and welcome neighbors and guests to the organization, help connect people with the right people/program, assist with intake for the food pantry, and maintain the front lobby area.

Core Job Responsibilities

- Greet and welcome people who come to Community Matters.
- Connect neighbors with the right person or program they are looking for and/or help them learn about the opportunities available at Community Matters.
- Manage the community snack bar. Make coffee, stock snacks, clean the snack area, and take out trash.
- Assist with intake for the food pantry.
- Assist with unloading pantry donations and deliveries.
- Assist neighbors with basic computer tasks, faxing, and other resources.
- Complete other administrative tasks as directed.

Job Requirements

- Strengths-based approach to work, problem-solving, relationships, and community.
- Value connections with neighbors and want to help people through challenging situations.
- Must be able to work consistent hours each week. (Monday-Thursday, 9:30am-3:30pm)
- Must be able to lift up to 20 lbs.
- Ability to work effectively with people of diverse backgrounds.
- Fluent use of all Microsoft Office programs, client databases, and basic IT systems.

Organization Expectations

- Actively participate in all Community Matters events.
- Advocate for the mission of Community Matters.
- Follow all workplace policies and guidelines.
- Be an active team member and help to create a caring, open, and supportive environment for all staff members, community members, and volunteers.

How to Apply

Send cover letter and resume to jobs@cmcincy.org

Applications accepted on a rolling basis.

Community Matters does not discriminate in any manner on the basis of race, color, gender, sexual orientation, gender identity, age, disability, handicap, ability, socio-economic status, religious creed, veteran's status, natural hair types and natural hair styles commonly associated with race, breastfeeding status, gender expression, gender identity, ethnic regional origin, or national origin.