



**LUSSIER COMMUNITY EDUCATION CENTER**  
building community. creating opportunities. enriching education.

## **ABOUT THE LCEC**

Our mission at the Lussier Community Education Center is to build community, create opportunities, and enrich education. At the LCEC, we envision drawing in generations of community members from all walks of life to take care of one another and create a more just, healthy, and vibrant community.

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## **FRONT DESK RECEPTIONIST**

### **POSITION SUMMARY:**

The Front Desk Receptionist serves as the first point of contact for folks coming to the Lussier Community Education Center. The person in this role plays a large part in helping folks feel welcome and helping folks connect with the LCEC. This person will also provide administrative support to LCEC Staff and volunteers.

### **DUTIES AND RESPONSIBILITIES:**

1. Answer and route phone calls. Provide information and answer general questions about the Center. Refer callers to services, as appropriate.
2. Courteously greet visitors and participants, provide general information, answer questions, and direct individuals to appropriate person, space or program.
3. Assist community members and staff with faxes, phone calls, copies, computer usage, and other Center services.
4. Provide administrative support to Center staff and programs which may include: preparing correspondence, writing thank you cards, data entry, updating participant sign-in materials, maintaining community resource materials, lamination, and more.
5. Help transfer work between volunteers who are placed at the front desk.
6. Be a resource for staff, community members, volunteers, and visitors.
7. Keep the workstation and main lobby common areas organized and free of clutter.
8. Keep bulletin boards current and organized.
9. Participate as appropriate in neighborhood events, staff meetings, and other projects as appropriate.

**DESIRED KNOWLEDGE AND ABILITIES:**

1. Strong computer skills including knowledge of Microsoft Office Suite (specifically Word and Excel), or an ability and attitude to learn.
2. Comfort using various office equipment such as copier, fax machine, phone, etc.
3. Understanding and appreciation of socio-economically, ethnically, and culturally diverse populations.
4. Excellent communication skills.
5. Ability to work independently on assigned tasks as well as to accept direction on given assignments.
6. Punctual and dependable.