



Receptionist – Part-Time

Normalcy. Dignity. Hope. – Christ's Haven For Children is a nonprofit organization centered around these core values. We are located in the North Fort Worth/Keller area and provide a trauma-informed, family model of care for displaced children, teens, and young adults. As a voluntary placement organization, we are an option outside of traditional foster care, often when a caregiver has exhausted all efforts to care for a child. Whether a child is with us for six months or sixteen years, we utilize that time loving them as our own and instilling normalcy, dignity, and hope into their lives. As a Christian faith-based organization, our hope is that their time with us will help lead them toward healing from their past abuse and/or neglect.

We are looking for a part-time professional to join our team as a **Receptionist**. This position will report to the CEO and serve as the initial greeter of the organization.

Core Competencies & Responsibilities:

Customer Service

Administrative & Clerical Support

Physical Demands

Responsibilities

- Creates a welcoming environment by greeting guests, answering phone calls, directing visitors, and relaying messages for employees
- Receives mail, documents, and package deliveries and distributes items
- Accepts in-kind donations and provides donation acknowledgement
- Performs administrative, clerical support, and data entry tasks
- Maintains a clean and organized reception area
- Others duties as assigned by Christ's Haven CEO

Qualifications:

- High school diploma is preferred
- Administrative skills using basic computer programs including Microsoft Office
- Able to lift, move, and load heavy items – sometimes exceeding 30 lbs
- Demonstrate effective verbal communication & customer service skills
- Demonstrate effective time management and the ability to prioritize tasks
- Ability to handle sensitive information with discretion
- Willing to submit to organization's Background Check and Drug Test
- Willing to sign organization's Statement of Faith.

Position:

The Receptionist is a part-time, non-exempt position that will work at the Christ's Haven Main Office (4200 Keller Haslet Road, Fort Worth, 76244).