



About the Workforce Department @ Lawrence CommunityWorks

Lawrence CommunityWorks, Inc. is a community development corporation that weaves together community planning, organizing, and asset-building efforts with high-quality affordable housing and commercial development to create vibrant neighborhoods and empowered residents. By facilitating conversations and action on community priorities, LCW engages partners and a network of youth and adult residents in opportunities to move themselves and the city of Lawrence forward.

Position: Part-Time Front Desk Support - Administration Department

The Front Desk Support is the face of the organization the main point of contact of Lawrence Community Works – Our House Campus. The Front Desk Support plays a strong role in guiding and connecting members and visitors to the various programs and activities while also providing both clerical and program support to the center. Lawrence Community Works, Inc is seeking a well-organized and highly motivated, independent and creative individual to serve as the liaison for Lawrence CommunityWorks. **The Part-Time schedule will run 5 days a week Monday - Friday (4 Hours each day – 2:00 p.m. - 6:00 p.m.)**

Responsibilities:

- Meets and Greets members and visitors and provides a friendly, welcoming experience.
- Handles inquiries over the phone or in person in a caring, courteous, professional, and efficient manner that is consistent with the LCW's network principles and values.
- Maintain the lobby and front receptionist area functional and presentable to visitors/staff.
- Distributes incoming mail and send out outgoing office mail.
- Handles the info@lawrencecommunityworks.org emails. Distributes the emails to their prospective departments.
- Support and collaborate with Operations; complete tasks assigned by the Operations Manager as needed, calls and attends any necessary appointments with SourceOne or any other vendor such as FRM, OnePath, Konica Minolta, CGR, and Alberto's cleaning.
- Manages the booking of space/rooms available to LCW staff and LCW partners.
- Manages and ensures all office equipment is working properly (i.e. copiers/fax).
- Distribute office supplies to staff; ensure paper, toner and coffee supplies for general use are stocked.
- Maintain up-to-date information of LCW programs, services and events in order to educate and connect participants to LCW network opportunities.
- Collaborates in coordinating LCW network wide events.
- Attend agency meetings, training and initiatives as assigned.
- Other duties as assigned.

Qualifications

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| ▪ High school diploma or equivalent | ▪ Flexible and Dependable |
| ▪ Minimum 2 years of customer service or related fields | ▪ Must have transportation and able to travel occasionally |
| ▪ Good verbal and written communications skills | ▪ MUST BE Fluent in Spanish and English |
| ▪ Ability to Multi-task | |
| ▪ Strong computer skills (MS Office Suite, Email, Web) | |
| ▪ Ability to use Google Suite (Drive, Calendar, DocHub) | |
| ▪ Self-starter who can work independently | |

Please send cover letter and resume to
recruiting@lawrencecommunityworks.org



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