



JOB DESCRIPTION

Department: Administration

Job Title: Part Time Front Desk Administrative Assistant

Type of position: Part-Time / 20 hours per week

Supervisor: Reyna Burgos, Operations Director

About Lawrence CommunityWorks:

Lawrence CommunityWorks (LCW) 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.

General Description:

The Front Desk Administrative Assistant is the face of the organization the initial point of contact of Lawrence Community Works – Our House Campus. The Front Desk Administrative Assistant 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.

The FD Administrative Assistant will be responsible for but not limited to:

Receptionist Duties:

- 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.
- 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
- Support and collaborate with Operations; complete tasks assigned by the Operations Manager as needed
- Attend agency meetings, training and initiatives as assigned

Qualifications and Skills:

- Excellent customer service skills
- High school diploma or equivalent



- Good verbal and written communications skills
- Ability to Multi-task
- **MUST BE** Fluent in Spanish and English
- Strong computer skills (MS Office Suite, Email, Web)
- Ability to use Google Drive
- Self-starter who can work independently
- Flexible and Dependable
- Must have transportation and able to travel occasionally

This is a part-time position of 20 hours per week, Monday – Friday 2 p.m. – 6 p.m.

Please send cover letter and resume to:

Lawrence CommunityWorks, Inc
168 Newbury Street, Lawrence, MA 01841

recruiting@lawrencecommunityworks.org