Title: Front Desk Receptionist
Location: 50 East 168th Street, Bronx, NY 10452
Reports to: Director of EarlyLearn NYC/Head Start

About Us:

The Women’s Housing and Economic Development Corporation (WHEDco), a Bronx-based nonprofit housing and community development organization, seeks a full-time Front Desk Receptionist to join its EarlyLearn NYC/Head Start Department. WHEDco has worked for twenty years to build a more beautiful, equitable, and economically vibrant Bronx. We reach 35,000 people annually through energy-efficient, healthy and affordable homes; early childhood education and youth development; home-based childcare microenterprise and food business incubation; and family support. See www.whedco.org for more information.

Job Summary:

The Front Desk Receptionist position is an important and strategic position to the orderly and timely operation of the EarlyLearn/Head Start Program. Due to the nature of information handled, it is expected that the Front Desk Receptionist will maintain confidentiality. The Front Desk Receptionist is responsible for the overall management of office clerical responsibilities, including but not limited to child attendance records, data entry for Human Resources, and child and family tracking documents. The Front Desk Receptionist works closely with the Center Director.

Primary Responsibilities:

- General office duties including preparing memos, calendars, letters, flyers, agendas and meeting minutes for distribution.
- Ensure that the front desk is staffed at all times.
- Significant data input into WHEDco’s data tracking instrument and the NYC DOE’s Pre-K Integrated Data System.
- Prepare and maintain monthly attendance reports for children and staff.
- Maintain accurate and current records and files for children and staff.
- Monitor incoming and outgoing faxes, e-mails and correspondence, and answer telephones.
- Maintain an orderly and professional work environment.
- Maintain, record and prepare all petty cash transactions and disbursements.
- Maintain office supplies and inventories (i.e., paper, ink cartridges, pens, photo materials).
- Maintain waiting list database and rosters.
• Calculate monthly Child and Adult Care Food Program claim forms.
• Maintain and prepare monthly reports on in-kind contributions for WHEDco’s Fiscal Department.
• Assist with the enrollment of new families.
• Maintain communication between staff, administrators, families, internal program personnel and government agencies.
• Maintain the inventory control of equipment bi-annually with monthly updates.
• Complete monthly health and safety checklists and make recommendations when necessary.
• Manage daily communication and interaction with the custodial staff.
• Maintain in good repair all program computers, copiers, fax machines and printers.
• Provide coverage for WHEDco’s main receptionist desk when necessary.
• Perform other related duties upon assignment from supervisor.

Qualifications:

• Bachelor’s degree in administration or related field required; Master’s degree in a related field a plus.
• Proven ability to read, write and speak clearly in English required.
• A minimum of two (2) years of paid office experience, good clerical and organizational practices.
• Strong interpersonal skills.
• Proficiency in relevant computer applications including MS Office Suite.
• Accurate typing skills and proven ability to enter data.
• Knowledge of clerical and administrative procedures.
• Strong problem-solving skills.
• Organized with a strong attention to detail.
• Knowledge of correct spelling, grammar and punctuation.
• Bi- and/or multi-lingual a plus.
• Satisfactory completion of required medical examination and all screening procedures as required by the agency, as well as oversight by government agencies.
• Ability to lift up to 30 lbs.

Excellent benefits and competitive salary based on experience.

All new hires must provide proof of having received at least one dose of a U.S. Food and Drug Administration (“FDA”) authorized COVID-19 vaccine by their first day of employment, and proof of full vaccination within 30 calendar days.

To apply, please submit a cover letter and resume to HSSecy@whedco.org. Please add “Secretary/Record/Bookkeeping” and your name in the subject line.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, gender, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.