



Big Brothers Big Sisters®

OF GREATER
PITTSBURGH

Position Title: Front Desk Receptionist

Job Status: Part-Time, Hourly

Location: East Liberty/Pittsburgh Office

Salary Grade: 1

Salary Range: \$16-\$18 per hour (15-20 hours per week)

Are you passionate about mentoring and youth development? Do you love talking to people and keeping things organized? Do you love to have fun while you work? Would you like to be a part of the region's largest and most respected one-to-one mentoring agency?

For more than 60 years, BBBSPGH has been serving the region's most vulnerable children by creating a vast network of support and strong partnerships that help youth thrive and reach their full potential. We believe that children nurtured by a community of positive, caring adults can overcome challenging circumstances and reach their goals. These convictions are reflected in our mission to "create and support one-to-one mentoring relationships that ignite the power and promise of youth."

BBBSPGH has continuously grown and adapted its programs to facilitate community improvements across the Greater Pittsburgh region – first in Allegheny County and then in Washington County (1996) and Greene County (2002). Since the beginning, the mission has always involved the time-tested and evidence-based process of intentionally pairing each child ("**Little**") in a professionally supported relationship ("**match**") with a pre-screened and trained volunteer mentor ("**Big**"). Once matched, Bigs and Littles spend consistent time together, engage in positive interactions, and ultimately develop strong and enduring relationships.

BBBSPGH is a recognized national leader for mentoring program quality. In 2022, our agency is once again a recipient of the Big Brothers Big Sisters of America Quality Award. The quality award is only given to agencies that meet or exceed key quality goals and strict standards for the year in which they are honored. This award reflects a strong organization that sets a standard of excellence, and this recognition demonstrates the preparedness of BBBSPGH to serve historically marginalized children and their families in our region.

As the BBBSPGH Part Time Front Desk Receptionist, you will be responsible for greeting visitors, answering the phone, ordering supplies, opening mail and other general office duties as needed.

Essential duties and responsibilities

- Answer front door and greet visitors
- Answer incoming calls and direct them to the correct staff member
- Open incoming mail, make deposits and scan invoices and bills to be sent to Director of Finance
- Order general office supplies
- Make phone calls to vendors as requested by Director of Finance or CEO
- Help with mailings
- Other administrative duties as assigned

Education and Related Work Experience:

- Experience working in an office setting is preferred

Skills and Knowledge:

- Ability to represent the organization in a positive light
- Knowledge of Microsoft 365 Office products (Word, Excel, ..)
- Ability to multitask as work may be interrupted by visitors or phone calls
- Excellent communication and customer relation skills

Other Requirements:

- Completion of criminal, child abuse, and FBI background checks
- Must have car, valid driver's license, and meet state required automobile insurance minimums.

Equal Employment Opportunity

Big Brothers Big Sisters of Pittsburgh provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, gender, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Equipment Used: Laptop and standard office equipment, including utility dolly

Physical Requirements: Position is primarily an office setting, requiring long periods of sitting at a desk and computer. The position requires the ability to lift 20 pounds unassisted, 40 pounds with assistance. Occasional travel to suppliers or customers may be required. The ability to navigate within the city limits.