



Part-Time Front Desk Associate

The Fresh Air Fund has provided free summer experiences in the outdoors to more than 1.8 million New York City children from low-income communities since 1877. Each summer, thousands of children either visit volunteer host families in rural and suburban communities along the East Coast and Southern Canada or attend six Fresh Air camps in New York's Mid-Hudson Valley. Young people also participate in year-round leadership and educational programs. Summer 2020, during the difficult realities of COVID19 and the economic crisis, The Fresh Air Fund reimagined summer and developed new in-person and virtual summer models to support youth in New York City. The Fresh Air Fund is an independent, not-for-profit agency.

The Fresh Air Fund (The Fund) seeks a Part-Time Front Desk Associate.

POSITION SUMMARY

The Part-Time Front Desk Associate is the first point of contact for The Fresh Air Fund's guests and program participants. The ideal candidate will be courteous, flexible and knowledgeable of and committed to the mission of The Fresh Air Fund.

This is a part-time seasonal position based in the New York City office. The Part-Time Front Desk Associate will report to the NYC Office Operations Manager. Salary Range: \$17.00--\$22.00 per hour based on experience

RESPONSIBILITIES

- Greet all visitors and staff in a professional, welcoming manner;
- Answer main switchboard, screen and direct incoming calls;
- Monitor and forward main line voice messages;
- Distribute messages in writing, verbally or electronically, as appropriate;
- Maintain a neat and clean front office area as well as restocking program brochures and collateral materials as required;
- Sign for deliveries, notifying individuals when deliveries arrive in reception area;
- Other administrative duties/projects as assigned.

QUALIFICATION/SKILLS

- High School Diploma required;
- Previous receptionist or customer service experience preferred;
- Must be bilingual; Spanish or Mandarin a plus;
- Patient and friendly, with a high degree of professionalism; grace under pressure;
- Excellent communication skills;
- Ability to interface comfortably with a wide variety of people at different levels within and outside of the organization;
- Ability to maintain confidentiality of information;
- Must be proficient with Microsoft Office;
- Keen attention to details and a quick learner;
- Multi-tasking and stress management skills essential; and
- A commitment to and enthusiasm for The Fresh Air Fund's mission and work;
- Must be willing to work evenings and weekends.
- Interest in joining a youth development organization and supporting its mission and vision.

HOW TO APPLY

To apply, please submit an application at: <https://freshairfund.workbrightats.com/jobs/>. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.