



Job Title: Part-time Receptionist

Reports To: Administrative Manager

SUMMARY

EOYDC's Admin Department is the first point of contact between clients, the general public and the East Oakland Youth Development Center. Under the direction of the Administrative Manager and Administrative Assistant, the Receptionist will support key administrative activities at the front desk and in support of program and executive staff, to include answering phones, greeting and assisting visitors, organizing documents, drafting and copying documents, etc.

RESPONSIBILITIES

- Receive and route all incoming telephone calls and messages
- Receive and distribute mail; prepare outgoing mail
- Maintain stock of admin forms (i.e. PTO Request, Facility Request, Reimbursement, etc.)
- Draft and type general correspondence (i.e. flyers, brochures, forms, thank you cards, etc.)
- Support admin supply inventory management
- Maintain all EOYDC publications/general information at "Hello"/in the front lobby

Perform additional duties, such as program/department administrative tasks, as requested by the Administrative Manager/Administrative Assistant/Executive Team.

COMPENSATION

This is a part-time, hourly position (\$17.50-\$19.50/hour, depending on experience)

APPLICATION REQUIREMENTS AND PROCESS

To apply, you must:

- Have a desire and ability to work well with others
- Demonstrate strong character and professionalism
- Have strong verbal and written communication skills
- Possess intermediate word-processing skills
- Be flexible to scheduling between 8:30am-6:30pm Monday-Friday

The following qualifications are an additional plus:

- Previous employment with EOYDC
- Fluency in more than one language



- 2+ years office experience
- Proficiency with Microsoft Office and Google Apps

COVID-19 SAFETY REQUIREMENTS

All EOYDC staff are required to provide a negative COVID-19 test result prior to starting onsite work and must be retested monthly. All approved time and expenses associated with testing required by EOYDC are compensated. New hires will participate in virtual training while awaiting test results. Staff (and all parties entering EOYDC's building) must receive a temperature check and sanitize their hands upon entry. Face masks provided by EOYDC must be worn by all parties while in the building.

COMPANY DESCRIPTION

The East Oakland Youth Development Center (EOYDC) develops the social and leadership capacities of youth and young adults (ages 5 – 24) so that they are prepared for employment, higher education, and leadership opportunities. Celebrating 44 years of ground-breaking programming and successful alumni, EOYDC is nationally recognized, aligned to building healthy community outcomes, and poised to lead in bold new ways. EOYDC's \$3.95 million annual budget supports a team of visionary leaders who empower participants to lead exemplary lives and positively contribute to society.

OUR COMMITMENT TO BELONGING, DIGNITY, JUSTICE, AND JOY

Located in a primarily Black and Brown community grappling with decades of systemic oppression, EOYDC is committed to advancing racial and socioeconomic equity and justice in all that we do. EOYDC intentionally cultivates a climate in which Black and Brown youth feel a sense of belonging, dignity, and joy. Key to this is fostering a relational, healing-centered, culturally sustaining approach, while centering those most systematically marginalized.

EOYDC's trauma-informed, healing centered approach to service delivery involves understanding, recognizing, and responding to the effects of trauma. At EOYDC we recognize the widespread impact of trauma in our community, and strive to implement practices, policies, settings, and procedures that:

Recognize the widespread impact of trauma and reflect potential paths for recovery.

Recognize the signs and symptoms of trauma in participants, families, staff, and others.

Resists re-traumatization of participants & staff.

Leads with compassion, support, and understanding.

Focuses on developing coping strategies and correcting behavior vs. being punitive.

APPLICATION INSTRUCTIONS

To apply, email a cover letter and resume to Admin@eoydc.org with the subject line: Receptionist Application

EOYDC provides equal opportunities to all employees/interns and applicants for employment/internships without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, EOYDC complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.