



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

### CONFERENCE CENTER COORDINATOR/ RECEPTIONIST

**DATE POSTED:** **July 20, 2017**

**APPLICATION DEADLINE:** **August 3, 2017**

**Position no./ Range:** 4060/ 45.00

**Union Status:** Non- Union

**Starting Pay/ Range:** \$16.21- \$17.89 p. hr.

**Status/ Hours:** FT / Non- Exempt

**Hours of Work:** 7:30a- 4:30p

**No. of Weeks:** 52

*\*Hours may vary to meet the needs of the center.*

**Location:** 415 Euclid Ave. SD, CA 92114

**Dept. / Program:** Tubman Chavez Center

#### **Basic Job Assignment:**

Under general supervision, performs receptionist duties and coordinates the use of the Tubman/Chavez Conference Center by NHA staff. Responds to inquiries, greets visitors and the public at a central receptionist area, answers questions and provides information in-person and over the telephone; performs a wide variety of routine to moderately difficult clerical support functions, including word processing, data entry and records management duties.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of Office administration practices and procedures; Correct English usage, including spelling, grammar and punctuation; Policies and procedures applicable to assigned areas of work; Recordkeeping and filing practices and procedures; Operational practices for a mid-size conference center; Basic accounting methods and practices; Equipment and services needed for conference center activities and functions. The ideal candidate will also possess the ability to Plan, administer and coordinate the diverse activities necessary to operate a mid-size conference center; Successfully coordinate the schedules of a mid-size conference center; Communicate effectively, both orally and in writing; Prepare clear and concise records and reports; Establish and maintain effective relationships with NHA staff, Conference Center users, vendors, the public and others encountered in the work; Exercise sound, independent judgment in coordinating the use and maintenance of the Conference Center; Operate a computer terminal for word processing and data input; Operate standard office equipment; Properly use telephone and paging equipment; Type accurately at a speed necessary to meet the requirements of the position; Organize and maintain office and specialized files; Understand and follow written and oral instructions; Use tact, discretion and courtesy in dealing with customers; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

#### **Qualifications:**

- Graduation from high school or successful completion of a G.E.D. program; **AND**
- A minimum of one year of office administrative or general clerical experience involving public contact, scheduling and coordinating the use of multiple-meeting and/or conference center facilities;
- College-level course work in marketing, accounting, business administration or related fields highly desirable;
- A valid California Driver's License;



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- Certification in Pediatric First Aid, CPR and Food Handling must be met within 90 days of employment;
- TB test required upon hire and must be maintained every four years;
- Superior Customer Service skills required;
- Bilingual (English/ Spanish) highly desired;

### **Example of Major Functions:**

- Greet and refer visitors to the proper office and/or staff member;
- Responds to questions, inquiries and complaints from officials, the public and others, in person and over the telephone, or refers individuals to the appropriate office or staff member;
- Types, formats, edits, revises, proofreads and prints notices, reports, correspondence, memoranda, transmittal sheets and other documents; types from rough notes, drafts and brief oral instructions.
- Operates a computer terminal and performs word processing and/or data entry in accordance with standard procedures and computer software requirements;
- Maintains a variety of standard office and specialized records and files;
- Picks up, distributes, opens, logs and routes incoming / office mail; stuffs, sorts and prepares outgoing mail.
- Plans, schedules and coordinates the use of the Tubman/ Chavez Conference Center facilities for meetings and special events and manages event calendar for NHA and external room use;
- Participates in setting up facilities for meetings and special events;
- Plans and schedules the cleaning and maintenance of the Conference Center and related facilities.
- Maintains physical inventory of Conference Center furniture, equipment and supplies.
- Maintains a variety of records, files and reports.
- Completes walk-through/ showings of the property to potential center renters;
- Collects all required documents & payments from center renters & submit documents to the office NHA's COO, Senior Budget Analyst & assisting parties;
- Notifies tenants of all events & center closure dates that may impact their routine;
- Manages & logs the center's petty cash; buys supplies as needed.
- Greet and assist District 4's Councilmember's weekly open office hour visitors by instructing them to fill out the necessary documents and informing the councilmembers staff of the arrival of their visitors.



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

**NOTE:** Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

### **BENEFITS:**

Eligible employees receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

### **INTRODUCTORY PERIOD:**

All regular appointees serve 6 months introductory period.

### **CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

**Please note that offers of employment are only valid if they are made by the Human Resources  
Department**