

**Collinsville Faith in Action (CFiA)**  
**(A not-for-profit corporation)**  
**Vacancy Announcement**

**Title: Receptionist and Office Support Staff**

**Summary:** Under the supervision of the Executive Director performs a variety of receptionist and office support staff duties.

**Work Schedule:** The position of receptionist and office support staff is a part-time, 20 hours per week, hourly position. The incumbent is expected to work regularly scheduled office hours as agreed with the Executive Director. The incumbent is expected to occasionally be available outside the regularly scheduled hours for special reports/events.

**Administrative Functions**

1. Performs reception functions, including managing incoming phone calls, greeting guests, and ensuring sign-in of all visitors
2. Initial point of contact for client, supplier, and staff via phone or in person
3. Assists with maintenance of staff with office equipment, phone systems, postage systems, etc.
4. Manages inventory of office supplies
5. Under the direction of the CFiA Board of Directors, maintains inventory of depreciable assets
6. Maintains inventories of CFiA business, marketing, promotional, and informational materials (e.g., fliers, brochures)
7. With the Manager of Volunteers, creates and maintains filing systems for client and volunteer records
8. Maintains offices security measures
9. Records notes of weekly Team and other meetings as required by the Executive Director
10. Learns basic business functions to provide backup to staff members
11. Maintains continuity book to assist in continued performance of duties by others as required
12. Other duties as assigned by the Executive Director

**Qualifications Knowledge, Skills, and Abilities**

1. As a service organization for seniors, ability to deal patiently, politely, and professionally with clients, volunteers, and others
2. Demonstrated record of reliability and organization skills
3. Ability to serves as the initial point of contact for the acquisition and maintenance of office equipment/property
4. Ability to develop skills and knowledge concerning a variety of office systems and equipment
5. Experience in receptionist duties
6. Competency in MS Office applications, e-mail, and internet research systems
7. Experience working in a dynamic, flexible work environment

8. Collinsville Faith in Action requires reliable transportation as well as a valid driver's license and auto insurance (minimum liability coverage of \$100,000 per individual/\$300,000 per accident) or state ID

**Physical Requirements.** Work is primarily sedentary. Must have ability to lift up to 40 lbs.

**FLSA/Overtime.** Non-Exempt. This is a part-time position of 20 hours per week. Preapproval from the Executive Director is required for more than 20 hours a week.

**Equal Employment Opportunity:** Collinsville Faith in Action is an equal opportunity employer and provides reasonable accommodations to applicants with disabilities.

**Benefits:** Limited vacation time based on hours worked may be available.

To apply, submit the following documents to: [lcbrennan@fiacollinsville.org](mailto:lcbrennan@fiacollinsville.org) or by mail:

Collinsville Faith in Action

Attn: Lisa Brennan

233 N. Seminary

Collinsville, IL 62234

1. Cover Letter
2. Resume
3. Salary Requirements

Please submit documents no later than **Monday October 16, 2023.**