



## **JOB DESCRIPTION**

Job Title: **Receptionist/Clerk**  
Category: Non-Exempt  
Program: Urban Strategies Early Head Start Houston  
Work Schedule: Five days per week, 40 hours per week; 12 months per year.  
Reports to: Center Manager, Early Head Start Houston

### **Organization Overview**

Urban Strategies tools, connects, and resources grassroots organizations to serve children and families in need. Our highly qualified team has a passionate commitment to bring about real change within our country's most vulnerable communities. Our desire is to see individuals, families, and communities realize their fullest potential by achieving these goals:

- Keeping children safe and secure
- Building nurturing and stable families
- Improving school readiness
- Fostering effective parenting
- Developing social and emotional competence
  - Advancing research-based practices

By reaching these goals, Urban Strategies is meeting our mission to develop healthy families, children, create strong families, build engaged communities, and make a difference in vulnerable communities.

### **POSITION OVERVIEW**

Responsible for handling front office reception and administration duties, including greeting families, providing orientation/information, data entry, answering phones, handling center inquiries, sorting, and distribution of mail, supplies, and materials.

### **ESSENTIAL FUNCTIONS.**

- Answer telephone calls and route calls to specific people
- Greet families and visitors and make sure they are comfortable while they wait
- Provide program orientation and/or information as requested or appropriate
- Direct the visitor to the employee or call employee to announce the visitor
- Ensure that safety measures are taken with every visitor
- Receive and distribute mail and packages

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Ensure reception area is well presented
- Perform basic bookkeeping, filing, and clerical duties
- Manage the maintenance and care of office equipment
- Other related activities and duties as assigned

**PHYSICAL DEMANDS:**

Ability to see at normal distance, hear normal conversations and sounds and use hands and fingers to fill out required forms. Occasional lifting of fifty (50) pounds is required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the staff disability does not create an undue risk of injury.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Minimum one-year experience or the equivalent
- Bilingual (English/Spanish) preferred
- Basic computer skills, office 0365
- Must have a Valid Driver's License, Personal Vehicle and Liability Insurance required.

**SPECIAL CONSIDERATIONS:**

Other employment requirements include the following:

1. All EHS employees must pass a mandatory criminal background check prior to hiring and every five years thereafter.
2. Initial health exam and state required communicable disease screening and testing.

***Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired.***

**To Apply:** Please send your resume to [HR@urbanstrategies.us](mailto:HR@urbanstrategies.us)