



Position Title: Front Office Receptionist
Department: Finance & Operations
Reports To: Finance Manager and HR Manager
Position Status: Part Time, Non-Exempt, Non-Supervisory
Hourly Rate: DOE: \$16 -17 **Hours:** 25 hours per week
Paid Sick Time: 24 hours per year (prorated upon hire)
Location: Irvine, CA 92612
Schedule: Weekdays, M-F, 9:00 am – 2:00 pm

*****Please review the salary range, the hours, and the location prior to applying for this position. Please apply only if you are a qualified, serious candidate and meet the requirements of this position to ensure the best use of time.*****

Position Overview:

Our non-profit organization is currently searching for a Front Office Receptionist for our Foundation office located in Irvine, CA. This role is an entry level administrative position that requires interpersonal communication skills and a high degree of attention to detail, as well as proven work experience as a receptionist in a fast-paced office environment. In this position, you will be responsible for screening and forwarding incoming calls and the first point of contact for individuals who call, visit, or email TACA. Must have the ability to evaluate and determine the next steps for the caller/email sender/visitor. A secondary major focus of this role will be to provide administrative, clerical, and project support for the organization's efforts across all departments including finance, development, and programs. You will interface and collaborate with administrators, support personnel, and management on a regular basis. Fluidity and flexibility are necessary to manage the day-to-day administrative tasks for various departments. It is also the responsibility of this role to consistently convey and adhere to our mission.

Essential Functions:

- Ensure the front desk welcomes guests with a positive, helpful attitude, directing and announcing them appropriately.
- Answer, screen, and direct incoming calls, take and relay messages, or provide information to callers as needed or directed and log calls in the company CRM database.
- Maintain common areas of the office (reception area, conference rooms, kids' room, and kitchen) as needed – includes dishwashing & clean-up after meetings, dusting, and light cleaning.
- Prepare and clear-out conference/training rooms for meetings and assist with room set-up.
- Place meal orders for meetings/lunches/events/company parties as requested.
- Order and stock office and kitchen supplies, and event supplies as needed.
- Order postage and postal supplies for office including postage stamps, stamps.com, USPS and prepare monthly reporting for accounting.
- Responsible for ongoing tasks which include, but are not limited to: laundering tablecloths, shredder bin pick up, maintenance and equipment repair calls, routing of birthday/other cards internally, maintain TACA office calendar as needed, maintain and update staff directory, birthday lists, and running office errands as requested.

- Prepare all out-going mail or shipping packages for various projects including but not limited to: processing Shop TACA website orders, the wrapping/shipping of gifts/packages to various personal and work clients.
- Assists departments in the application of file management including filing systems, indexing, central records storage, retrieval, and disposition.
- Perform other reasonably related project or administrative/clerical support tasks as assigned by the Development, Program and Finance Departments or by the Executive Director.

Qualifications:

- Associates Degree preferred but not required; HS Diploma or GED equivalent required.
- Must have 2+ years of Front Office Receptionist and administrative experience in an office environment, including working knowledge of administrative and clerical procedures.
- Working knowledge of computers and relevant software applications including proficiency in Microsoft Word, Excel, and Power Point.
- Well organized, flexible, and enjoys the administrative challenges of supporting an office of diverse people.
- Understanding of autism a plus, but not required.
- Bi-lingual a plus, but not required.

Key Competencies:

- Possess excellent verbal and written communication skills and competency to speak comfortably, answer questions, and talk informatively.
- Strong, critical thinker with the ability to evaluate and determine the next steps for the caller/email sender/visitor.
- Customer service orientated with positive attitude who maintains a professional personal presence
- Works patiently, professionally, and cooperatively with excellent organizational skills and attention to detail.
- Highly motivated, independent worker who is deadline driven with the ability to multitask.
- Ability to handle a fast-paced environment and have flexibility in response to changing priorities.
- Must have a valid California's driver's license, current automobile insurance, and pass background test.
- Ability to lift 25lbs preferred, but not required.

About The Autism Community in Action (TACA)

The Autism Community in Action (TACA) is a national nonprofit 501(c)(3) organization founded in 2000, by Glen and Lisa Ackerman, with the mission to provide education, support and hope to families living with autism. Headquartered in Irvine, CA., with staff and volunteers working across the country. TACA offers; Coffee talks, free educational meetings, webinars, parent mentor program, an online Hope and Help support group, two annual National Autism Conferences hosted on the west and east coasts, and a free 200-page Autism Journey Guide given to new families at events. TACA has a strong social media presence on Facebook, Instagram, Twitter, and YouTubeChannel. For more information visit www.tacanow.org.

The Autism Community in Action maintains a work environment free from discrimination, one where employees are treated with dignity and respect. All employees share in the responsibility for fulfilling TACA's commitment to equal employment opportunity. All employment is decided on the basis of qualifications, merit and business need.

To apply for this position:

Please email your resume and a brief description of your interest in applying for the position to: heather.nelson@tacanow.org (HR Manager) and susan.tordini@tacanow.org (Office Coordinator).