

# JOB ANNOUNCEMENT

**Position:** Receptionist

**Work Week:** 37.5 hours

**Location:** Oakland

**Start Date:** April 23, 2018

**Hours:** 8:30 am- 5:00pm

**Salary:** \$16.00/hour

Community Child Care Coordinating Council (4Cs) of Alameda County is a nonprofit organization serving families and child care providers in Alameda County. 4Cs of Alameda County exists to develop and coordinate resources for families and children.

The Receptionist will function as the initial contact person for the CalWORKs Stage 2 & 3/APP Department, located in our Oakland office. This position reports to the Manager, Payment Programs. This is a non-exempt position. Benefits: 11 paid holidays, 2 weeks' vacation, medical, dental, vision, Aflac, 403b matching & more.

## DUTIES & RESPONSIBILITIES

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- Responsible for monitoring the entry of clients and guests into the facility. Sign in guest and direct them to the appropriate individual.
- Responsible for giving clerical support to the Oakland II Department.
- Responsible for answering/screening telephone calls for staff.
- Responsible for sending NOA for parent fee terminations.
- Responsible for maintaining the front desk filing systems.
- Responsible for sending out applications for eligibility list and entering information into NO-HO and maintain current information on list.
- Responsible for date stamping incoming mail and processing outgoing mail, and routing incoming and interoffice mail to the appropriate staff members.

## QUALIFICATIONS

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- Computer experience, Microsoft Word, Excel, and Publisher
- Ability to type 50 words per minute and ability to multitask
- Excellent communication and writing skills
- Three (3) years office experience
- Bilingual English/Spanish

To apply, please send resume and cover letter to:













4Cs of Alameda County

Fax: 510 538-1736 or Email: [resumes@4c-alameda.org](mailto:resumes@4c-alameda.org)

*Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.*



## *4Cs is a Great Place to Work!*

-  11 Annual Paid Holidays + Additional Sick Leave
-  2 Floating Holidays Provided Every July 1<sup>st</sup>
-  Very Generous Vacation Leave
-  Cafeteria Style Benefits Cover Employee's Core Benefits
-  Flexible Work Schedules
-  Annual Employer Discretionary Retirement Contribution
-  403b Retirement Employer Match
-  Confidential Employee Assistance Program
-  Personal and Professional Development Opportunities
-  Energetic & Dedicated Staff Members
-  Exceptional Work Environment
-  Recognized as one of the *2017 Best Nonprofits to Work For!*