



MB FOUNDATION FRONT LOBBY GREETER & HOSTESS

POSITION SUMMARY

This volunteer position assists MB Foundation by working the front counter, greeting guests in person and over the phone, and hosting them appropriately. Basic duties include: answering phone calls, placing phone calls as needed for follow-up or appointment confirmation, scheduling, and preparing rooms between meetings. This position will report directly to the COO, typically one or two half days a week, and no weekends. This is an unpaid position.

ESSENTIAL FUNCTIONS

- Greet & host customers both by phone and walk-in traffic.
- Reply to email, telephone, or face-to-face inquiries.
- Ability to place outgoing and handle incoming calls, routing of phone calls, and some scheduling.
- General assistance with typing, copying, binding, and scanning.
- Preparing conference rooms for meetings (i.e. straightening rooms between clients, etc.).
- On occasion, light office tasks might be requested (i.e. assisting with preparation of bulk mailings).
- Work with other team members to further the ministry of MB Foundation.
- All other duties deemed necessary.

REQUIREMENTS

- Must be organized and detail-oriented.
- Moderate typing skills.
- Ability to handle sensitive information and always maintain confidentiality and discretion.
- Demonstrate ability to prioritize conflicting needs while handling matters expeditiously, proactively, and following through on projects.
- Strong verbal and written communication skills in English is required.
- Ability to consistently apply good judgment.
- Familiar with MS Word and Outlook.
- Strong interpersonal skills.
- A Christian faith commitment and loyalty to the mission of and ministries supported by the United States Conference of Mennonite Brethren Churches. Must be able to affirm the USMB Confession of Faith and have a growing commitment to Biblical stewardship.

APPLICATION

For consideration, email a letter of interest to hrdepartment@mbfoundation.com.

Visit www.mbfoundation.com/employment for more information and to review the USMB Confession of Faith.

Name

Date