

## Adult Reading Center

**Job Title:** Part-time Receptionist  
**Reporting Relationship:** Reports to Assistant Executive Director  
**Functions:** Performs daily receptionist and organizational tasks which ensure that program goals are completed in an efficient, effective and timely manner.

### Specific Duties:

1. Provide administrative support to all programs including English as a Second Language, Adult Basic Education, and Computer Learning Lab
2. Assist in the coordination activities related to the initial contact of prospective tutors and learners.
3. Assist with intake and initial interview of potential learners.
4. Administer pre- and post-tests to adult learners utilizing TABE, BEST Plus, and BEST Literacy.
5. Assist in the gathering of data related to the monthly tutoring reports.
6. Assist with the maintenance of records on all learners, paper and computer files containing class status, attendance, progress test scores, progress test dates, and contact information.
7. Assist with coordination of activities related to matching learners.
8. Provide information to persons entering the Center.
9. Answer and transfer telephone calls to staff personnel.
10. File, photocopy, data entry.
11. Assist in the supervision of tutor/student usage of Center materials.
12. Perform other duties as assigned.

### Other Qualifications:

- Ability to establish and maintain effective working relationships with co-workers and the general public
- Ability to organize data and maintain filing and recordkeeping systems
- Ability to follow oral and written directions
- Ability to work under pressure and coordinate numerous activities and groups of people
- Knowledge of business English, spelling, and punctuation
- Working knowledge of MS Office programs and the Internet
- Good oral and written communication skills

### Minimum Requirements:

- High School Diploma or GED
- Bilingual in Spanish

**Hours:** Monday through Thursday, 4:00 pm to 9:45 pm  
Saturday, 8:30 am – 3:30 pm

**Salary:** \$10/hour

**Send resumes to [carol.keeney9@sbcglobal.net](mailto:carol.keeney9@sbcglobal.net)**

**Resumes accepted until December 31, 2011**