

**Position Title:** Part-Time Receptionist

**Category/FLSA Status:** Non-exempt

**Supervisor:** Office Manager

**Hours:** 20–25 hours per week

# Position Summary:

# Girls Inc. of Metropolitan Dallas is seeking an enthusiastic and dedicated part-time Receptionist to join our team and help inspire girls to be strong, smart, and bold! The Part-Time Receptionist serves as the first point of contact for families, visitors, and community partners at Girls Inc. of Metropolitan Dallas. This role is essential in creating a welcoming and professional environment while supporting the smooth day-to-day operations of the organization. The Receptionist provides excellent customer service, responds to inquiries, assists with program enrollment, and provides administrative and logistical support for meetings, programs, and events.

# Key Responsibilities:

# Front Desk & Guest Services

# Answer and direct incoming calls in a friendly and professional manner.

# Greet and assist visitors, families, and community members with warmth and professionalism.

# Maintain a clean, organized, and welcoming reception area and lobby to ensure a positive first impression for visitors.

# Family Support & Enrollment

# Answer inquiries about Girls Inc. of Metropolitan Dallas services and programs. Deliver excellent customer service by responding promptly to phone calls, emails, and in-person inquiries with professionalism, warmth, and a customer-focused approach.

* Guide and assist prospective families through the enrollment process.

Administrative & Operational Support

* Order and maintain office and program supplies in a cost effective and timely manner.
* Manage scheduling of meeting rooms and event spaces.
* Coordinate food, beverages, and meeting preparations as needed.
* Provide administrative support for program and event logistics, including set-up and clean-up of meeting spaces.
* Support Office Manager in coordinating all Girls Inc. programs and activities, including purchasing and supplies, purchase requests and expense reports, internal and external program communications, and assisting with program and event logistics in an effective and timely manner.
* Manage incoming and outgoing mail, including sorting, distributing, and ensuring timely delivery to staff.
* Attend staff meetings, training events, and workshops.
* Support special projects and other duties as assigned.

# Minimum Qualifications:

* High school diploma or equivalent required; some college preferred.
* 1–2 years of experience in customer service, reception, or administrative support, preferably in a nonprofit or youth-serving environment.
* Strong interpersonal and communication skills (both oral and written), with the ability to interact effectively and with a high level of professionalism with diverse families and community members.
* Highly organized with strong attention to detail.
* Ability to manage multiple tasks, prioritize effectively, and work independently in a fast-paced environment with minimal supervision.
* Good common sense and judgment; discretion in handling confidential and sensitive material.
* Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and comfort with email and scheduling systems.
* Bilingual in English and Spanish preferred (but not required).

# Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively with program participants. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Dallas County. This person must also be able to perform data entry for up to four hours at a time. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

# Equal Employment Opportunity:

Girls Inc. of Metropolitan Dallas provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.