



*Full-Time Position – Immediate Availability*  
**RECEPTIONIST & OFFICE ASSISTANT**

*NYDIS is a 501(c)(3) faith-based federation of faith communities, human services providers and charitable organizations who work in partnership to provide disaster readiness, response, and recovery services to New York City.*

**Duties include:**

- Greet and escort/introduce all office guests
- Manage incoming phone calls and message tracking
- Track meeting room reservations and coordinate set-up and hospitality/catering
- Assist Director of Operations with office supply inventory and ordering
- Assist Director of Operations with data input of all client records and grant awards
- Assist Director of Operations with filing systems for client records and grant awards
- Audit client data files for accuracy and assist staff in addressing discrepancies
- Other duties as may be assigned by executive staff and Data Manager

**Qualifications include:**

- Friendly, positive and hospitality minded professional
- Well organized and detail oriented
- Exceptional communication and interpersonal skills, in person and on the phone
- Excellent time management skills and the ability to prioritize
- Positive energy and the ability to work collaboratively with a small staff
- Familiarity and experience with client information management and/or donations management
- Computer skills – expert at Microsoft Office, Databases, Internet and office systems.

**Education and/or Experience:**

- Bachelors degree or equivalent experience required
- 3-5 years experience in office environment

Salary range is \$35,000-\$40,000 commensurate with experience, plus excellent benefits

**No Phone Calls**  
Send Cover Letter & Resume to [office@nydis.org](mailto:office@nydis.org)

*All qualified candidates should apply – candidates from ethnic and religious minorities are strongly encouraged to apply. NYDIS does not discriminate against any individual or group for reasons of age, color, creed, culture, gender, gender identity, marital status, mental or physical disability, national origin, religion, sexual orientation, or race.*