

for I was
hungry
you gave
me food;
I was thirsty and you gave me
drink; I was a stranger and you
made me welcome; naked and
you clothed
me; sick
and you
visited
me in
prison &
you came
to see me
Matthew
25:35-36

TM

Urban Missionaries of Our Lady of Hope
242 Canterbury Street
Worcester, MA 01603

e-mail mailbox@urbanmissionaries.com
Tel 508-831-7455
www.urbanmissionaries.com

... just helping since 1979

Job Title: Clerical staff: Secretary/Receptionist

The Opportunity:

The Urban Missionaries of Our Lady of Hope has been helping “the Least, the Last and the Left Out” in Worcester MA and surrounding locales since 1979. As a non-profit organization we have provided a variety of services and programs to assist newcomers and low-income families. These include access to housing, basic home goods and food, assistance at Christmas, immigration and language education and assistance.

Job Summary:

The Secretary/Receptionist Position is a full-time (40 hour/week) position reporting to the General Manager. The Secretary/Receptionist will assist with various office tasks to support the workflow of a small, non-profit organization. This person should be highly organized and able to handle a variety of tasks.

Duties and Responsibilities:

- Answer telephone, take and forward messages appropriately and accurately
- Data entry into Insightly CRM system (contacts, status, donations)
- Daily mail scanning and sorting
- Process thank you letters for team activities (donations, pickups and deliveries)
- Manage incoming invoices and cash donations, and follow appropriate procedures
- Voucher administration (paperwork for the store and receipts for accounting)
- Process Purchase Authorizations
- Order office supplies as needed
- Maintain meeting agendas and minutes
- Administrative support as required
- General office organization and cleaning
- Other tasks as assigned by the General Manager

Qualifications & Skills:

- High School diploma or equivalent. Post high school a plus
- Minimum 2 years in an office support position
- Must be computer literate
- Must be able to type 50 wpm
- Proficient in Google Suite a plus (Gmail, Google Docs, Google Sheets)
- Ability to articulate appropriately to callers
- Good English writing and spelling skills
- Bilingual English/Spanish a plus
- Must be able to work as part of a team as well as independently
- Highly organized & able to prioritize tasks
- U.S. work authorization

Employment type: Hourly

Benefits: Salary commensurate with experience and skills
\$15.00 to \$18.00 /hr.
PTO according to our current policies: holidays, sick time, vacation time
Receives LittleStore Loyalty card with 30% discount

How to Apply: Formal cover letter is required for consideration.

• Mail cover letter and résumé to Urban Missionaries of Our Lady of Hope, Attention HR, Our Lady of Hope Center, 242 Canterbury Street, Worcester MA 01603 or or email HR@urbanmissionaries.com (subject line: “Secretary/Receptionist”)

Urban Missionaries of Our Lady of Hope is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, religion, or other legally protected status.