

**JOB DESCRIPTION**  
 COMMUNITY FOUNDATION *for* MUSKEGON COUNTY  
**RECEPTIONIST/ADMINISTRATIVE ASSISTANT**

**JOB DESCRIPTION:**

Provide reception desk support services for the Community Foundation *for* Muskegon County (CFMC), Frauenthal Center for the Performing Arts (FCPA), Community Coordinating Council (CCC) as well as general administrative support for CFMC staff and related programs.

**POSITION SUMMARY**

Handles initial contact with the public and Foundation operations, greets visitors and answers incoming phone calls. Responsible for telephone switchboard and administrative/clerical support functions of the Foundation and the Frauenthal Center as assigned.

**GENERAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Professional and personable in appearance and demeanor, and possess excellent telephone skills and etiquette
- Good computer skills, including working knowledge of Microsoft Word for Windows, Microsoft Excel, Microsoft PowerPoint and data base familiarity
- Punctual in work attendance, possess excellent organizational skills, attention to detail, and an ability to handle multiple tasks
- An ability to work independently, taking initiative when necessary and appropriate
- Excellent grammatical skills, able to produce letters, memos, reports etc.

**ESSENTIAL ACTIVITIES:**

- Responds to incoming calls and forwards, screens or refers calls to appropriate department staff, routes calls to voice mail system when appropriate
- Greets visitors and attends to visitor needs ( coats, seating, coffee, comfort)
- Contacts Trustees to verify attendance; calls others as requested
- Maintains and updates FIMS (Foundation Information) database and mailing lists. Make changes including change of address, phone numbers etc.
- Coordinate preparation and distribution of all incoming and outgoing mail. Incoming mail to be distributed immediately upon receipt. Afternoon outgoing mail delivered to Post Office at close of business day
- Provide secretarial support to CFMC, FCPA, staff as assigned (meeting arrangements, room reservations, mailings, letters, memos, etc.)
- Maintains coffee equipment and area daily. Maintains kitchen area
- Maintains and orders office and kitchen supplies for CFMC, FCPA
- General office duties, including but not limited to: correspondence, filing, mail processing, bulk mailings, packet assembly, checking Chronicle articles, obits.

**REPORTS TO:** Executive Assistant/Office Manager

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