



Job Posting: RECEPTIONIST

The Buffalo Center for Arts and Technology (BCAT) is seeking a part time receptionist. We are looking for someone who is detail oriented, well organized, and can work in a fast paced and changing non-profit environment to support organizational effectiveness.

The Receptionist's primary role is to greet visitors to BCAT. The receptionist is the first point of contact with the public entering the building and must have an inviting, patient and professional personality. The receptionist is expected to be aware of the surroundings and be able to assist and direct visitors and students in the Youth Arts and Workforce Training programs. The receptionist must be able to quickly learn about the work and history of BCAT to be a public ambassador as well as answer questions from the public. There may be times when the receptionist is assigned administrative duties and tasks as a part of the day-to-day operations of the job.

Education, Experience & Skills Required:

- AAS degree preferred with strong computer skills and office procedure background
- Strong communication skills
- Previous office experience
- Ability to multi-task and work well with all levels of the organization
- Demonstrated proficiency in Microsoft Office programs
- Excellent customer service skills
- Strong communication skills
- Proactive, observant and prompt

Physical Demands:

- Sitting for long periods of time at a work desk/computer on a daily basis.
- Flexibility to work a varied schedule.

About Buffalo Center for Arts and Technology

Buffalo Center for Arts and Technology is a not-for-profit whose mission is to inspire, motivate and prepare youth and adults for educational and career advancement through year-round arts and job training. BCAT is based on MacArthur Fellow Bill Strickland's Manchester Bidwell Guild and is a results-driven organization focused on ensuring students graduate from high school and adults in the training programs secure careers with family sustaining wages.

To apply

Please submit a resume, cover letter and the names of three references to Elizabeth Eisenhauer at eeisenhauer@bufcat.org. Applications must be received by June 8, 2018