

**Catholic Charities Diocese of Arlington**  
St. Martin de Porres Senior Center

**Job Title: MORNING AND/OR AFTERNOON RECEPTIONIST**

**Benefits:**

- Serve needy elderly residents in the Northern Virginia area
- Learn valuable reception and customer service skills
- Make new friends with center participants
- Assist low-income seniors to find they help they need

**Responsibilities:**

- Answer phones and provide customer service, including limited information and referrals to callers.
- Log all phone calls received
- Communicate information and messages to staff
- Be the voice of our organization to the general public
- Set up coffee if serving on morning shift

**Qualifications:**

- Excellent vocal and customer service skills
- Good hearing and vision
- Must be fluent in English, with ability to enunciate clearly, write legibly
- Bilingual in Spanish, Farsi, Korean, Chinese, or Amharic a plus

**Commitment:**

- Six months or more

**Hours of availability:**

- Weekday mornings as available 7:30am-9:00am, or weekday afternoons as available 1:30pm-3:30pm

**Location:** St. Martin de Porres Senior Center 4650 Taney Ave. Alexandria VA 22304

**Contact:** Maryanne Mundy, Activities and Volunteer Coordinator 703-751-2766  
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visit our website [www.ccda.net](http://www.ccda.net)