



Receptionist – Per Diem

THE ORGANIZATION:

St. Vincent's is a Roman Catholic organization sponsored and operated by the Daughters of Charity of St. Vincent de Paul, which provides programs for children, families, and seniors that are based on community needs. St. Vincent's is the longest continuously operating human service agency in Santa Barbara. St. Vincent's began operations in 1858.

PURPOSE:

The Receptionist answers inquiries and obtains information for the general public, residents, visitors, volunteers, donors, and staff regarding St. Vincent's programs, departments, employees, and other activities conducted in the organization. Through courtesy, diplomacy, and patience – and in accordance with the goals, objectives, and the Mission of the Daughters of Charity of St. Vincent de Paul – this individual helps build public relations with efficient service to other departments.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Demonstrate a passion and commitment for the Mission and Vincentian Core Values of St. Vincent's and the Daughters of Charity.
- Create an atmosphere of enthusiasm and energetic commitment and serve as a role model in carrying out the Mission.
- Promote and support the attitudes, behaviors, knowledge and skills necessary to work respectfully and effectively with each other as well as demonstrate the ability to address the needs of those that St. Vincent's serves.
- Other duties as assigned (see table below).

QUALIFICATIONS:

- High school graduate or equivalent required.
- Minimum of one year of Receptionist experience or equivalent required; three to five years desired.
- Must possess a good working knowledge of St. Vincent's services, programs, history, and staff to respond to inquiries.
- Must possess excellent telephone etiquette including a clear and courteous voice.

- Must possess excellent interpersonal communication skills and the ability to interact and work with all levels of clients, donors, volunteers, and staff.
- Must possess excellent skills in writing, editing, transcription, and word processing.
- Must possess exceptional time management and detail-orientation skills.
- Ability to work independently with a strong level of organizational skills.
- Proficient with PC and Microsoft Office (and other software as applicable).
- Is conscientious in follow-through on job requirements and has the ability to be a self-starter.

Must pass criminal background fingerprint check and pre-employment negative TB test. The COVID-19 vaccination is a requirement for this position.

Per diem - flexible schedule, shifts are Monday – Friday, day shifts, depending on the needs of the department.

Compensation: \$16 - \$20 hourly

TO APPLY: Please email a cover letter and resume to: hr@sv-sb.org.

NO PHONE CALLS OR WALK-INS PLEASE.

Opened in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For more information regarding St. Vincent's and its mission, please view our website at <https://www.stvincentssb.org/get-involved/careers/>.