Human Resources Team  
Receptionist, Office Coordinator

The Nathan Cummings Foundation (the Foundation) seeks applications for the position of Receptionist, Office Coordinator to join our team. This role is a full-time position available immediately and it is a great opportunity for a mission-driven candidate interested in a job in the philanthropic sector that provides stimulating challenges as well as developmental opportunities.

The Foundation is a multigenerational family foundation, rooted in the Jewish tradition of social justice and committed to creating a more just, vibrant, sustainable and democratic society. As a family foundation, the Board of Trustees is actively engaged in the affairs of the Foundation. Located in New York City, the Foundation’s grantmaking is concentrated in the U.S. with a history of support in Israel and is focused on four key areas: an inclusive, clean economy; racial and economic justice; voice, creativity and culture; and corporate and political accountability. The Foundation has also expanded its approaches beyond grantmaking through a strong fellowship program and impact investing. The Foundation encourages creative thinking and individual growth in a work environment where all employees, no matter their gender, race, ethnicity, age, sexual orientation, education, disability, genetic information or background are valued and respected.

**Working Relationships and Role**

The Receptionist, Office Coordinator (ROC), is a member of the Operations and Human Resources team that reports to the Human Resources Generalist (HRG), and works closely with the Operations Manager and the Vice President of Administration and Human Resources, who leads the team. In this role, the ROC will be a key member of the team implementing foundation-wide support and services and will provide a positive experience to all employees and visitors while accurately maintaining visitors logs and efficiently responding to calls, and creating and organizing monthly schedules that track and monitors all events and meetings. The ROC will have a variety of responsibilities related to human resources and administrative support, inventory and building management services. She/he/they will also have interactions with other departments and occasionally, with foundation board members and external partners, including vendors, job seekers and guests.

The successful candidate will be the first point of contact for the Foundation and will greet employees, board and visitors in a professional manner via phone, in-person, and by email. The ROC will have strong interpersonal, communication, and time management skills and will be an active listener who can share information appropriately with persons inside and outside the Foundation. She/he/they will be flexible and adept at multi-tasking and capable of dealing with a range of responsibilities in maintaining effective relationships with people at all levels in a collaborative work environment. The work will be detail-oriented and requires flexibility, patience, good humor, and discretion.

**Principal Responsibilities Include:**

**General Administrative**

- Serve as the first point of contact with an eagerness to assist visitors, guests and staff with a positive and professional demeanor at all times, including answering questions and fulfilling requests, as appropriate. Receive deliveries and coordinate pickup for outgoing packages
- Assist with the communication, interpretation, and upkeep of the administrative manual, and organization chart
• Oversee all aspects of foundation-wide staff and board on- and off-premises events (e.g., Board meetings, staff retreats)
• Maintain schedules for meeting room requests with immediate notification of reservation status; recommend catering food services/menus, décor, entertainment, transportation, location, equipment, accommodations, guest lists, and other services to support the event. Manage logistics, vendor, printing needs, set up, breakdown, and reserve food service person when necessary; track budgets. Invoice groups appropriately, ensure insurance forms are received and are up to date before submitting to building management. Review and anticipate potential problems and take steps to resolve immediately
• Manage staff wellness programs (yoga, massage, meditation classes) and meal programs (breakfast; lunch)
• Maintain inventory and replenish office and kitchen supplies and products, and check stock to determine inventory levels and anticipate needed supplies
• Ensure that all invoices are signed off and submitted to appropriate staff in a timely manner, for approval
• Manage multiple calendars and schedule appointments for Operations/HR department, as directed by the HRG
• Provide support to the HR and Operations team with administrative duties that will include filing, copying, data and technology requests, as needed
• Handle sensitive and/or confidential documents and information responsibly, and with integrity
• Other duties as assigned

Qualifications
• Bachelor's degree and 2+ years of experience in a reception/administrative support and/or office assistance role
• Proactive, positive attitude with exceptional people & communication skills
• Excellent communication skills – both verbal and written
• Service-oriented and a can-do attitude
• Team player with effective interpersonal and collaboration skills; proficient at managing competing priorities
• Strong administration and project management skills with attention to detail and the ability to meet deadlines
• Diplomacy in handling sensitive information; willingness to learn and work across diverse program areas
• Proficient and comfortable with the use of office technology, platforms and applications.
• Dedicated to issues central to the Foundation’s mission and values

Compensation and Benefits: Salary $60,000.00 - $67,000.00 annually, plus generous benefits including retirement plan, foundation-paid medical, vision and dental insurance coverage, TransitChek, long-term disability and life insurance, vacation & holidays, professional development and tuition reimbursement funds.

To apply – In one PDF file, please send a cover letter explaining why this position would be great for you and vice-versa; a current resume, two 3-page relevant writing samples, three references (at least two professional); and any other information that might be useful in evaluating your candidacy for this position. Please submit applications to recruit@nathancummings.org. The application review process will begin on December 17, 2019 and will continue until the position is filled. No telephone calls, please.

Hiring policy. The Nathan Cummings Foundation is an equal opportunity employer that participates in fair-chance hiring practices, and candidates of all backgrounds are encouraged to apply. As an organization deeply committed to diversity of experience, NCF values and welcomes candidates from a wide range of personal and professional backgrounds, including community-based organizations, policy organizations, government, national nonprofits or the private sector.

This is a non-exempt position.

*****