**Title**: Office Receptionist

**Work Location**: Families First Resource Center

**Purpose of the Position**: This position will help to extend the resources in the Families First Resource Center to better assist and direct the needs of our clients.

**Responsibilities and Duties**:

* Answer phone calls that are transferred to the center
* Complete administrative tasks as assigned by the center coordinator
* Return referral calls
* Maintenance of office space
* Other duties specifically around coordination of special events, or as assigned

**Qualifications**:

* Must present a professional appearance and a friendly manner
* Must be dependable and punctual
* Be courteous and personable when dealing with the public
* Be self-directed, willing to take initiative, and detail-oriented
* Respect and maintain confidentiality of Families First For MS volunteers, partners, and staff
* Computer skills are desired, but not necessary

**Commitment Expected**:

* Dependent upon the needs of the center.

**Training**:

* Training to be conducted according to the needs of center staff and qualifications of volunteer.

**Contact**: Holly Perkins, Program Assistant, 601.366.6405

 Eliza Ueltschey, Center Coordinator, 601.366.6405

**Background Check Required**?: Yes

**Age Requirement**: At least 18 years of age

**Dress Code**: Office attire