

Artemis Center is seeking to hire a receptionist.

Minimum Requirements: Proficient telephone and computer skills; good verbal communication skills; excellent organizational skills; multitasking and time-management skills with the ability to prioritize tasks; and a professional, customer service-oriented attitude. 1-2 years of administrative experience preferred.

All services are provided in a manner consistent with agency philosophy, which empowers clients, avoids judgment and victim-blaming, and is coordinated with other community systems. All performance, with respect to clients and colleagues - both within and outside of the agency - is conducted in a manner which affirms the value of diversity and which is respectful of others in regard to gender, class, race, ethnicity, ability, religion/spirituality, and sexual orientation. All employees participate in the establishment of individualized annual goals and objectives. All employees must exercise the ability to work with individuals of different backgrounds and act as a role-model in using non-violent behavior in resolving conflict, as well as possess flexibility, mature judgment and competency in emergency situations.

Please email resume and cover letter to Karenm@artemiscenter.org