

Company Overview

FAME Center is a 501(c)(3) non-profit organization dedicated to music and art education for children and adults. Throughout the calendar year, FAME Center offers fine arts education through music lessons, digital and visual art, computer coding classes, musical theater and drama classes, creative writing, summer camp and expressive therapy. FAME Center is committed to enriching the lives of children and adults in every community of Chicago through music and arts education and through expressive therapy for the promotion of mental health.

Position Summary

FAME center is seeking a proactive, autonomous, and highly dependable Front Desk Receptionist to join our team. This person will provide customer service support to students and office visitors. The ideal candidate will have excellent customer service skills, a friendly personality and the ability to work independently. Additionally, the Front Desk Receptionist will contribute to special projects as needed.

Reports to: Student Services and Community Manager and Director of Operations

Essential Functions:

- Greets and assists customers/visitors in a professional, friendly manner
- Provide basic and accurate information in-person and via phone/email
- Answers phones; records and forwards messages
- Monitor front door and provide access to students and visitors
- Process tuition payments and other transactions as needed
- Assist with room set-up for programs and special events
- Maintain reception area and all common areas in a clean and tidy manner at all times
- Secure and lock building at end of shift

Required Skills & Qualifications

- High School diploma or equivalent; some college preferred
- Previous customer service experience
- Excellent verbal communication
- Experience with Google Suite
- Comfort learning new applications and platforms
- Self-motivated individual with ability to work independently and proactively
- Comfortable multitasking and prioritizing tasks without guidance
- Team player who is passionate about the FAME Center's mission and vision

Job Type

Part-time

Hours Vary, primarily weekday afternoons/evenings and Saturday morning/afternoon

Salary

\$15/hour

Contact

Email cover letter, resume and references to: admin@famecenter.org with the subject line "Receptionist."

FAME Center is an equal opportunity employer. We shall not discriminate and will not discriminate in employment, recruitment, Board membership, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or for any other discriminatory reason.