



## **Receptionist (Part-time)**

### **Emmitsburg, MD**

June 15, 2021

The National Fallen Firefighters Foundation (NFFF) is seeking a Receptionist for our Emmitsburg office. The applicant will oversee the Front Office and Store operation, which includes greeting visitors, answering phones, interoffice communication, mail correspondence, maintaining office inventory, store inventory, and other multiple office tasks. Responsible for adding visitors to the FEMA security system (Access List). This position reports to the Chief Financial Officer. This is a part-time position working Mondays, Wednesdays, and Thursdays, 20 hours a week.

### **Responsibilities**

- Serves as the primary point of contact for incoming calls, visitors, and the operation of the Foundation store.
- Maintains the reception area, Foundation store, and all common areas in a clean and tidy manner at all times.
- Establishes a replacement to ensure all emails and incoming calls are addressed regularly.
- Ensures coverage of the Front Office during the Foundation's core hours.
- Manages all incoming and outgoing correspondence to the Emmitsburg Post Office.
- Processes all incoming correspondence and requests, including opening, date stamping, sorting, and distributing mail.
- Copy, scan and endorse checks.
- Run a calculator tape of on-site funds daily.
- Maintain inventory on postage and refills postage meter.
- Provide visitors and tour groups with a verbal history of the Chapel and NFFF.
- Maintain Foundation materials display in Foundation Emmitsburg office and other places on NETC campus.
- Maintain display of items in Memorial Chapel Gift Shop.
- Maintain product inventory and tag items to sell.
- Process Chapel gift shop sales, Walk of Honor®, brick donations, and other on-site donations.
- It may require some weekend work (one weekend a month) related to the gift shop being open.

### **Minimum Qualifications**

- High school diploma or equivalent.
- 1-3 years of experience in a related field
- Experience working in an office environment.
- Experience with Point of Sale (POS) systems preferred.
- Able to operate a 10-key calculator.
- Knowledge of Microsoft Office applications and Database software
- Excellent oral and written communication skills

- Excellent interpersonal skills
- Punctual with strong attendance history
- Exceptional organizational and time management skills.
- Ability to self-motivate to work independently and collaborate with different departments.
- Exemplifies a high degree of integrity in dealing with confidential information donor information.
- Must possess a valid, state-issued driver's license and clear a Federal-level criminal background check successfully.

### **Physical Demands and Work Environment**

The work is generally sedentary although there may be some nominal walking or standing for short periods. There may be times that require carrying heavy loads or lifting items that require only moderate physical ability or stress.

Work in this environment involves risks and discomfort common to those incurred in offices, meeting rooms, libraries, and the like. The safety precautions required are normal for those required in the locations above. The work area is adequately lighted, heated, and ventilated.

The National Fallen Firefighters Foundation (NFFF) is an Equal Opportunity/Equal Access/Affirmative Action employer. The NFFF seeks excellence through diversity among its administrators, staff, and consultants. The NFFF prohibits discrimination based on race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Application by members of all underrepresented groups is encouraged.

All applicants are asked to furnish the following documents/materials: Letter of application, Resume showing all pertinent work history, References (one personal and three job-related). This position will remain open until filled. The decision process will be comparative and include the following steps: a review of received documents, checking of references, phone screening interview and potential interview of candidates. If there are any questions or concerns regarding this posting, and to apply for this position, please correspond with Lissette Garcia, Human Resources Specialist at [lgarcia@firehero.org](mailto:lgarcia@firehero.org).