



Receptionist

Location: Peace HUB Community Resource Center, Ypsilanti

Job Type: Part-Time (20–25 hours/week)

Position Summary:

Peace Neighborhood Center is a private, non-profit community organization that provides programs and services for individuals and families with social and financial needs. The Receptionist serves as the first point of contact for visitors, staff, and community members at our center. This individual provides excellent customer service, manages front desk operations, and supports daily administrative tasks to ensure the smooth functioning of the community center.

Key Responsibilities:

- Greet and assist visitors in a warm, welcoming, and professional manner
- Answer and direct phone calls and emails to the appropriate staff
- Provide information about center programs, services, and schedules
- Maintain a clean, organized, and inviting front desk/lobby area
- Assist with registration for classes, events, or activities
- Track attendance and maintain sign-in/out logs as needed
- Receive and distribute mail, packages, and deliveries
- Assist with scheduling appointments and facility rentals
- Maintain office supplies inventory and request orders when necessary
- Support basic data entry, filing, and other administrative tasks

Qualifications:

- High school diploma or equivalent required
- Previous receptionist or customer service experience preferred
- Excellent interpersonal and communication skills
- Proficient in Google Suite and comfortable with general office technology
- Ability to multitask, stay organized, and maintain a positive attitude

- Dependable, punctual, and able to work independently
- Bilingual skills are a plus

Reports to: Peace Executive Director and HUB Facility and Program Manager

20-25 hours/week: M-Th: 10 am-3 pm; Fri: 9 am-43pm; will include some evenings and weekends

Annual salary: \$16,640 - \$18,000

Paid Vacation and Holidays:

- Two Weeks of vacation annually, one personal day, and birthday
- Holidays include MLK, Memorial Day, Juneteenth, July 4th, and Labor Day
- Thanksgiving (Thurs & Friday)
- Christmas Eve and Day
- New Year Day

To apply for this position, please submit a cover letter with a resume by email to: Djordan@peaceneighborhoodcenter.org or fax 734/662.8589 to the attention of Bonnie Billups, Jr. Do not call or visit our office without an invite. To receive information regarding this position, please send questions to the email address above.