



## V O L U N T E E R P O S T I N G

- DATE:** August 7, 2015
- TITLE:** **Receptionist / Administrative Assistant**
- DESCRIPTION:** Administrative Assistant to Managing Director & Business Manager; Serves as front desk receptionist answering telephones and greeting visitors.
- RESPONSIBILITIES:**
- Answers phones and directs calls
  - Assist Managing Director & Business Manager as needed
  - Greets guests and answers questions about the organization as needed
  - Sends reminder emails to other volunteers who are assigned to projects
  - Opens and distribute mail
  - Maintain email lists and enters them in the database
  - Prepares correspondence as needed
  - Other duties as assigned
- QUALIFICATIONS:** Basic knowledge of computer and data entry. Basic writing, document creation and editing skills (MS Word, Power Point, Excel, Publisher, etc.). Pleasant manner, patience, problem-solving ability, dependability.
- TIME COMMITMENT:** 3 to 5 days per week for a period of three months. 3 to 5 hours per day between the hours of 12p to 5p. After three months may be reappointed for another three months at the discretion of management.

**If you have what it takes to break away from the rest of the field, send resume to:**

**People TV Inc.  
ATTN: Human Resources  
190 14<sup>th</sup> Street, NW  
Atlanta, GA 30318-7802  
or fax to 404-874-3239  
hr@peopletv.org**

## **NO PHONE CALLS PLEASE**

*Consistent with our equal employment program, we ask your cooperation and assistance in our efforts to recruit, hire and promote qualified women and minorities. In this regard, if you know of individuals who might be interested in and qualified for this position, we encourage you to refer them to us.*

**People TV is an Equal Opportunity Employer**