BCAT Seeks Part Time Receptionist

Position Title: Receptionist  
Primary Reporting Responsibility: CEO  
Status: In-person part-time (24 hrs./week)

The Buffalo Center for Arts and Technology (BCAT) is seeking a part time receptionist. You should be friendly and respectful, detail-oriented, well organized, flexible and able to work with a diverse staff, participants and community.

Essential Responsibilities:  
Your primary role will be to greet program participants and visitors to BCAT. You are the first point of contact with the public entering the building and the first impression our community gets of BCAT. We take this very seriously. The receptionist is expected to be aware of the surroundings and be able to assist and direct visitors as well as our students in the youth and adult programs. There are a lot of moving parts at BCAT and you will need to quickly learn about the work and history of BCAT to be a good public ambassador. You will be stationed at the front desk but will be assigned administrative duties and tasks as a part of the day-to-day operations of the job. The CEO will be your supervisor.

The right candidate will have:
- Two years administrative support experience
- Strong computer skills and office procedure background
- Strong communication skills
- Ability to multitask and work well with all levels of the organization
- Demonstrated proficiency in Microsoft Office programs
- Excellent customer service skills
- Proactive, observant and prompt

Physical Demands:
- Sitting for long periods of time at a work desk/computer on a daily basis.
- Flexibility to work a varied schedule, but most often within a designated set of hours each week.

BCAT is a not-for-profit whose mission is to provide opportunities for careers through the arts and technology for youth and workforce development for adults.

BCAT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

BCAT seeks to recruit, develop and retain the most talented people from a diverse candidate pool.

Interested candidates should forward a resume/CV and cover letter to eeisenhauer@bufcat.org.

Applications will be accepted until the position is filled. Interviews will begin May 16, 2022.