



PARKS / POOLS / PROGRAMS

**Job Title:** Front Desk Ambassador-part time      Compensation:\$16.00-\$18.00hr

**Reports to:** Business Director

**Interested applicants submit cover and resume to:** [jgraham@mca80238.com](mailto:jgraham@mca80238.com)

**Master Community Association (MCA)**

The MCA is a 501(c) 4 non-profit community development organization whose mission it is to create and sustain a “sense of community” within Central Park through investing in current community assets, efficiently operating community facilities and providing comprehensive community programming.

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**Job Summary:**

The Front Desk Ambassador’s primary responsibilities are to provide general office support with a variety of clerical activities and related tasks. The front office ambassador will be responsible for answering incoming calls, assisting guests, data entry, as well as additional clerical duties.

**Duties and Responsibilities:**

- Provide a positive and professional office atmosphere in greeting Central Park residents and guests in person and on the phone.
- Cash handling
- Receive, sort and forward incoming mail.
- Data entry and perform a variety of clerical duties as needed
- Inventory office supplies
- Assist in filing and make copies of printed materials

**Skill and Educational Requirements:**

- Highs School Diploma or GED
- Minimum 1 year work experience
- Excellent phone etiquette
- Customer service driven
- Punctual
- Strong work ethic.
- Knowledge of MS office (Word, Excel, Outlook)
- Ability to adhere to office procedures, practices, expectations and policies of the organization.
- Ability to work independently as well as to accept direction on given assignments.
- Ability to function within a team and be sensitive to the needs of culturally diverse individuals.
- Ability to effectively manage stress and have fun with the position.