



**the canby center**  
el centro de canby



## **Bilingual Receptionist**

***In God's love, we renew dignity and  
inspire learning for youth and families.***

*The Canby Center is a unique organization making an extraordinary difference in the Canby Community. We believe that every person is important to God and society. We support people in discovering their value, renewing dignity where it has eroded, and inspiring them toward a future filled with hope. We are a faith-based, Christ-centered, relational community.*



# Bilingual Receptionist

Position Title: Bilingual Receptionist  
Reports To: Executive Director  
Classification: Non-exempt, Part-time 24 hours per week  
Range: \$15-\$17 per hour depending on experience

**To apply: Please submit a *cover letter* describing your interest in the position as well as a *resume* to [Employment@TheCanbyCenter.Org](mailto:Employment@TheCanbyCenter.Org)**

The Receptionist serves as the front-desk receptionist and is also responsible for coordinating the Backpack Buddies program. The ideal candidate will be committed to the mission, values, and vision of The Canby Center.

## **Reception Desk – 75%**

Serve as first point of contact with community members, in-person or by phone.

- Greet visitors in a respectful, friendly manner
- Answer questions/inquiries
- Refer individuals as appropriate
- Assist other staff as needed

## **Backpack Buddies– 25%**

Manage Backpack Buddies Food Assistance Program for Children

- Coordinate with schools
- Coordinate and schedule with volunteers/churches
- Train volunteers in preparing food packs
- Communicate about program
- Locate donated food resources
- Order and organize food

### **Skills and Capabilities**

- **Must be bi-lingual (English/Spanish)**
- Proficiency in basic computer applications such as: word processing and internet usage.
- Compassion, empathy and strong interpersonal skills to communicate with community members in-person and over the telephone.
- Demonstrated capability to effectively communicate in writing
- Proven ability to maintain patience and composure when faced with challenging situations
- Ability to prioritize and re-prioritize as situations and needs change throughout the workday
- Ability to work well with diverse groups of people
- Willingness to adjust hours to accommodate the needs of the job
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in a fast-paced environment with frequent interruptions

### **Work Environment/Environmental Condition:**

Normal office environment, with occasional outside local travel.  
Must be able to lift 50 lbs.

*Because we believe that professionally qualified, committed Christian personnel are key to the operation of a faith based nonprofit, and that employees, by the pattern of their lives serve as role models to our participants, the job descriptions for all employment positions at The Canby Center contain the following statements relating to required personal qualities.*

### **General Employment Requirements**

- The employee will have received Jesus Christ as his/her personal Savior, John 1:12.
- The employee will be in agreement with The Canby Center's doctrinal statement.
- The employee will believe that the Bible is God's Word and standard for faith and daily living, II Timothy 3:16-17.
- The employee will be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for morality and sexual conduct, I Timothy 4:12; Luke 6:40; Col. 3:17; Titus 2:7-8; I Thessalonians 2:10 and 5:22.
- The employee will be a regular participant in a church.