

Receptionist: The Inner City Christian Federation (ICCF) seeks applicants for the full time position of Receptionist. This position is responsible to ensure a positive first exposure to ICCF, manage a multi-line phone system, receive and direct callers or visitors, and provide general office support. Qualified applicants will possess 3-5 years of relevant experience, a high school diploma, Associates degree, or equivalent combination of education and experience, and have strong Spanish language skills. The ability to multi-task, function in a busy office environment, and maintain professional demeanor are essential. Applicants should send cover letter, resume, and wage requirements to hr@iccf.org by **Friday, October 6**. ICCF is an equal opportunity employer.

