



# JOB ANNOUNCEMENT

**Position:** Back-Up Receptionist & Clerical Support (Bilingual)      **Work Week:** 19 hours  
**Location:** Hayward      **Salary:** \$15.00 /hr  
**Hours:** M-TH, PT variable hours      **Start Date:** ASAP

Community Child Care Coordinating Council (4Cs) of Alameda County is a nonprofit organization serving families and child care providers in Alameda County. 4Cs of Alameda County exists to develop and coordinate resources for families and children.

This position will function as the Back Up for all receptionists. This is a non-exempt position. This position reports directly to the Operations Manager. This position is part-time Monday through Thursday.

## DUTIES & RESPONSIBILITIES

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- Responsible for greeting the public in a courteous manner and announcing the arrival of appointments.
- Responsible for answering/screening, and transferring telephone calls, answering basic program information and directing incoming calls to appropriate staff members or telephone extensions.
- Responsible for date stamping incoming mail and drop box items, metering outgoing mail and delivery to US Postal Service mail box, and routing incoming mail and drop box items as well as interoffice mail to the appropriate staff members.
- Responsible for giving out appropriate program forms to clients coming into the office and maintaining sign out sheets and client form request lists.
- Responsible for giving clerical support to Admin & CalWORKs departments.
- Other duties as assigned.

## QUALIFICATIONS

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- A.A. or A. S. Degree preferred
- Computer experience, Microsoft Word, Excel, and Publisher
- Ability to type 50 words per minute
- Excellent communication and writing skills
- Transportation required
- Bilingual – Spanish (speaking/written)

To apply, please send resume and cover letter to:  
4Cs of Alameda County  
Fax: 510 538-1736 or Email: [resumes@4c-alameda.org](mailto:resumes@4c-alameda.org)

*Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.*