

**California State Parks Foundation
Job Description**

Title: Receptionist

Reports to: Executive Assistant to the President

Date: July 2014

Job Description:

This position is responsible for answering phones, greeting guests, and assisting in general office duties as needed.

Responsibilities:

- Receiving and greeting of visitors, determining the nature of their visit and directing them to the appropriate colleague or office
- Answering and transferring of phone calls and taking of phone messages
- Assisting other staff in meeting preparation
- Providing administrative support for membership department, including processing of mail and data entry
- Other duties as assigned

Qualifications:

- Have equivalent work experience
- Excellent verbal and written communication skills
- Organized, detail-oriented and accurate
- Proficient in Salesforce, MS Word, Excel and Outlook; other software proficiencies a plus
- Commitment to Foundation's mission