



# **COPPER SHORES**

## COMMUNITY HEALTH FOUNDATION

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### **Receptionist**

#### **POSITION SUMMARY**

The Receptionist is the welcoming face and vital support role for Copper Shores Community Health Foundation. This position ensures a smooth and professional front office experience while providing essential administrative support to program staff and community partners. The ideal candidate is organized, proactive, and passionate about improving community health. This position requires the ability to manage multiple responsibilities, excellent communication skills and the ability to thrive in a fast-paced environment.

#### **GENERAL RESPONSIBILITIES**

- Answer, screen and transfer incoming calls in a professional manner.
- Greet visitors and direct them to the appropriate person or department.
- Process and distribute all incoming mail and facsimile correspondence.
- Manage incoming and outgoing packages and deliveries.
- Maintain the cleanliness and organization of the front desk, lobby, and shared spaces.
- Schedule appointments, meetings, and conference rooms.
- Perform basic clerical support for staff.
- Manage conference room technology.
- Maintain office supplies and manage inventory.
- Attend trainings and staff meetings for professional growth and development.
- All other duties as assigned

#### **QUALIFICATIONS**

##### **Minimum Qualifications:**

- High School Diploma or equivalent.
- Valid Drivers License and reliable transportation.
- Proficiency in computer software applications include Microsoft Word and Excel.
- Excellent written and verbal communication skills.
- Strong organizational and multitasking abilities.
- Attention to detail and problem-solving skills.
- Ability to work independently with minimal supervision.

**Preferred Qualifications:**

- Associates degree in General Business, Office Applications, Clerical Services or relative field.
- Experience working in an office setting.

**TYPICAL WORK SCHEDULE**

Monday through Friday, 8:30 a.m. – 4:30 p.m. and as needed

**POSITION CLASSIFICATION, WAGE SCALE, AND OTHER BENEFITS**

Full Time, Non-Exempt Hourly

Copper Shores is committed to offering a competitive compensation and benefit package including health, dental, vision, and prescription coverage along with a supplemental life and disability coverage; 401k contribution, paid time off, and a competitive salary that is expected to be between \$15.00 to \$17.50 per hour, depending on combined experience and education.

**APPLICATION PROCESS**

**Mail or e-mail cover letter and resume to:**

Natasha Berg  
Director of Human Resources and Compliance  
Copper Shores Community Health Foundation  
400 Quincy Street  
P.O. Box 299  
Hancock, MI 49930  
[nberg@coppershores.org](mailto:nberg@coppershores.org)

Application review will begin immediately and the position will remain posted until filled.

**AT WILL DISCLAIMER**

It is the policy of Copper Shores that all employees who do not have a written contract with Copper Shores for a specific term of employment are employed at the will of Copper Shores for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

## **ORGANIZATION MISSION, VISION, AND GUIDING PRINCIPLES**

### **MISSION**

- To positively influence a healthful community through enhanced philanthropy and collaboration

### **VISION**

- To influence a shared vision (of a healthful community)
- To foster collaborations and partnerships
- and to build community capacity to shape outcomes

### **OUR VALUES**

- Integrity – We will be open, honest, and transparent in our administration and stewardship of the community assets entrusted to us.
- Commitment to the Community – We shall administer the Foundation in a way that is objective, responsible and focused on long-term sustainability and impact.
- Collaboration – We will work to bring perspective and experience together to fulfill our potential as we work as a broader group that represents the interests of the community we serve. This shall be done to ensure that we strive to identify, foster, and maintain partnership-relations as we work to improve the health of our community.
- Creative Solutions – We will work towards that which we aspire to be and will find creative, innovative, and sustainable solutions to the systemic challenges that face our community's overall condition of health.

### **SUCCESS FACTORS**

- People – We will employ, engage, develop, and retain high-caliber employees and Board Directors.
- Processes – We will work to ensure our administrative processes provide effective administration of the Foundation.
- Financial Performance – We recognize that we must achieve financial goals and investment returns in order to effectively and perpetually reinvest in our community.
- Communication – We will be transparent and honest in our promotion of the Foundation and efforts to engage our donor community and cultivate overall public support.
- Community – We recognize and acknowledge the vitally important role our community partners, donors, and various stakeholders play in making this a more vibrant and healthful community and our success is found in their success and support.

## **EQUAL OPPORTUNITY EMPLOYER DISCLOSURE**

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty. The

position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status.