

Job Title: Receptionist/Staff Assistant

Location: Hayti Heritage Center, Durham, NC

Position Type: Full-Time

Hayti Heritage Center of the St. Joseph's Historic Foundation is dedicated to celebrating and preserving the rich heritage of African American culture through arts, education, and community engagement. Our center offers a vibrant space for exhibitions, performances, workshops, and educational programs that honor the legacy and contributions of African Americans. We are seeking a congenial and professional Receptionist/Staff Assistant to join our dynamic team and be the welcoming face of our organization.

Mission: To preserve and promote the heritage of historic Hayti and the African American experience.

Job Summary:

The Receptionist/ Staff Assistant will serve as the first point of contact for visitors, staff, and callers at Hayti Heritage Center. This role requires excellent interpersonal and communication skills, a strong customer service orientation, and a genuine passion for the arts and cultural preservation. He/She will manage front desk operations, provide information about the center's programs and events, and support administrative functions to ensure smooth daily operations.

Key Responsibilities:

- Greet and welcome visitors in a warm and professional manner.
- Provide information about the center's exhibits, events, and programs.
- Answer phone calls and emails, directing inquiries to the appropriate staff members.
- Maintain the reception and resource area ensuring it is stock with office supplies.
- Perform general administrative tasks.
- Assist with scheduling bookings for rental space.
- Handle minor troubleshooting of office equipment and liaise with technical support as needed.
- Schedule staff and BOD virtual meetings
- Outline meeting agendas and recordings.

- Capture minutes and create reports for distribution.
- Develop monthly reports - Programming & Donation Reports
- Collaborate with team members to ensure a cohesive and effective work environment.
- Uphold and promote the center's mission, values, and cultural initiatives in all interactions.

Minimum Qualifications:

Education

- High School Diploma or equivalent.

Knowledge, Skills and Abilities

- Working knowledge of MS Office Suite.
- Clear and professional speaking voice and tone.
- Strong interpersonal and communication skills, with a friendly and approachable demeanor.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and basic office equipment.
- Detail-oriented with strong organizational and problem-solving skills.
- Genuine interest in African American culture and the arts.

Working Conditions:

- This position may require occasional evening and weekend hours for special events.
- The role involves sitting, standing, and using office equipment for extended periods.

Benefits:

- Salary: \$35K annually
- Health, dental, and vision insurance
- Paid time off and holidays

How to Apply:

Interested candidates should submit a resume and a cover letter to alee@hayti.org.