

**eliminating racism
empowering women**
ywca

Central Massachusetts

Position: Receptionist
Accountability: Front Desk Supervisor
Hours of Work: Thursday 2pm -7pm and ability to substitute other days
Location: Worcester
CORI Required: No

About the YWCA Central Massachusetts

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

General Function:

Provides support for the overall operations of the YWCA. Duties include operating the switchboard and intercom system, greeting and directing the public, providing information to the public and serving as the cashier for the organization.

Qualifications:

- High School graduate
 - Previous customer service experience
 - Strong communication and interpersonal skills
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How to apply:

If you are interested in applying for any of the above positions please send resume to:

Email: HR@ywcacentralmass.org

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts
Attn: Director of Human Resources
1 Salem Square
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.