



Minneapolis Jewish Federation Mission

We build community, care for the welfare of Jews everywhere and maximize participation in Jewish life

Position Identification

Title: **Campus Support Associate at the Barry Family Campus**

Reports to: **Operations Manager**

Status: **Part Time, flexible 20-25 hrs/week, Monday-Thursday 4-9pm (approx.) and some Sunday mornings flexible.** Additional weekend or special event hours may be available, if desired.

Non-Exempt/Hourly **\$17.00/hour** does include some paid sick time and holidays as well as a 25% discount membership to on-site fitness center

Purpose

This is a customer service position responsible for staffing the Welcome Desk and assisting visitors at Barry Family Campus.

Position Requirements

- 18 years or older
- Committed to serving the guests and staff at the Barry Family Campus
- Clear and effective communication skills and attention to detail
- Experience in customer service
- Enthusiastic, energetic, and pleasant personality
- Ability to always maintain a positive and courteous attitude, even under stressful circumstances
- Organized & able to multi-task
- Ability to work independently as well as being able to collaborate effectively with colleagues to effectively problem solve
- Computer & internet literacy and ability to learn software programs quickly- Microsoft Office Suite experience a plus



Key Areas of Responsibility

- Greet guests enthusiastically and professionally in person and by phone
- Ensure safety and security measures in place at the Barry Family Campus always remain a priority
- Check in guests according to security policies
- Answer the phone and direct calls to proper tenant staff
- Receive deliveries and notify proper campus staff of mail and packages
- Assist patrons by being knowledgeable about campus programs and events
- Act as liaison between BFC management staff, tenant staff and visitors
- Keep Welcome Desk and surrounding areas neat and organized
- Occasional filing
- Assistance with mailings
- Preparation of event programs
- Assume other responsibilities as needed that may not be included here

Organizational Responsibilities

- Uphold and exemplify the Minneapolis Jewish Federation's mission/vision
- Uphold and exemplify the leadership and or behavioral competencies of the organization
- Exemplify customer service both internally and externally to accomplish the goals of the Campus
- Attend Federation and BFC events as position requires
- Other duties as deemed necessary to achieve organization/team goals