

## POSITION ANNOUNCEMENT – Receptionist – Rochester, NY

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### Company Overview

PathStone is a visionary, diverse organization empowering individuals, families and communities to attain economic and social resources for building better lives. Begun in 1969, PathStone is a private, not-for-profit regional community development and human service organization providing services to farmworkers, low-income families and economically depressed communities throughout New York, Pennsylvania, New Jersey, Ohio, Indiana, Vermont, Virginia and Puerto Rico.

**Our Mission** is to build family and individual self-sufficiency by strengthening farmworker, rural and urban communities. PathStone promotes social justice through programs and advocacy.

### Vision Statement

PathStone Management Corporation's vision is to provide exemplary property management services to affordable housing communities. By focusing on our residents and providing safe, decent housing, communities where PathStone housing is located, become stronger. Our Core Principles are:

- *Treat all residents with dignity and respect*
- *Protect precious affordable assets in our communities*
- *We are dedicated to quality*
- *Aim to provide exemplary services to our residents*
- *We are focused on being stakeholders in our communities*

### Position Summary

Daily sorting and distribution of incoming mail. Log and process rent checks. Interact with applicants and residents providing information on housing and rental issues. Record and transmit messages and copying. Operation of and securing of appropriate maintenance for the copy machine and postage meter. Position is responsible for screening phone calls, receiving visitors, and providing routine information to office callers and visitors.

### Requirements

Position requires one year of general clerical and telephone console experience. Receptionist must have elementary technical and interpersonal skills, including familiarity and/or experience with office equipment, typing or word processing at 50wpm, and experience as support staff in human services field.



## Specifications

PathStone provides a competitive salary and fringe benefit program. The position is available immediately.

To apply, please email a detailed cover letter and resume to:

Kathryn Bryan

PathStone Corporation

6 Prince Street

Rochester, New York 14607

kbryan@pathstone.org

Phone: (585)546-6340 / Fax: (585)546-4825

## Additional Information

*Individuals interested in applying for this position must submit a resume to the above listed supervisor on or before:  
8/11/2017*

**Authorization Number: 043-17**

Year Round:

Seasonal/Temporary:

Full Time:

Part Time:  # of hours/wk \_\_\_\_

Budgeted Project Code(s) for the Position:

120-1 100%

