



Job Title:	Guest Services Specialist	Reports to:	NBN Executive Director and MLK Building Director
Compensation:	\$13.00 - \$15.00 Starting Hourly	Standard Hours:	Normal office hours are 8:30 am – 5:00 pm (40) May have occasional weekends, nights
Location:	Muskogee	Travel Required:	Less than 10%
Supervises:	N/A	Position Type:	Full time

Applications Accepted until position is filled Position to start October 15 or sooner

E-mail:
klynch@nbn-nrc.org
Subject Line:
Attention: Kim Lynch

Mail:
Kim Lynch
Neighbors Building Neighborhoods/Nonprofit Resource Center
207 N. 2nd Street
Muskogee, OK 74401

Job Purpose:

To oversee the Front Desk and lead rental efforts by focusing on service. The goal is to create a positive experience for guests, serve as a liaison between guests, event staff, custodians, and Building Director.

Required Education, Skills & Proficiencies:

- Ability to work well with others.
- Ability to speak clearly and communicate effectively both verbally and in writings.
- Exceptional organization skills
- Must be effective at listening to, understanding and resolving the concerns and issues raised by coworkers and guests.
- Proficient in Microsoft Office, Excel and Word
- Can present to individuals and groups on the benefits of renting the MLKCC

Physical Requirements:

- Must be able to lift up to 20 pounds.
- Sit or stand for long periods of time.
- Must be able to pull, push, reach, engage in repetitive motions, grasp, and speak.

NBN is a smoke-free/drug-free/weapon-free environment.

Neighbors Building Neighborhoods does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. NBN is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.