



<b>Job Title:</b>	MLK Guest Services	<b>Reports to:</b>	NBN Executive Director and MLK Program Director
<b>Compensation:</b>	\$13.00 - \$15.00 Starting Hourly	<b>Standard Hours:</b>	Normal office hours are 9:00 am – 6:00 pm
<b>Location:</b>	Muskogee	<b>Travel Required:</b>	Less than 10%
<b>Supervises:</b>	N/A	<b>Position Type:</b>	Full time

**Applications Accepted until position is filled Position to start June 1 or sooner**

**E-mail:**

info@nbn-nrc.org

Subject Line:

**Attention:**

Lindsey Roberts

**Mail:**

Lindsey Roberts

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 MLKCC 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.