

**Staff OPENING**

**Front Office Receptionist**

**Start Date: August 1, 2021**

The front office plays a vital role in the daily operations of the school. This position reports directly to the Principal and works in collaboration with the Secretary to the Principal. This full-time hourly position. The position is expected to work eight hours a day in an addition to a one-hour unpaid lunch. This position includes full-time benefits.

**POSITION REQUIREMENTS**

* **Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)**
* **Excellent phone skills**
* **Excellent communication skills – written and verbal**
* **Spanish and English proficiency is required.**

Cristo Rey New York High School, a coeducational, independent Catholic high school in East Harlem. Our mission is to serve promising students who come with a mixed record of prior achievement, who demonstrate a passionate desire to make more of themselves, who are immigrants or the children of immigrants, and who are unable to afford any of the Catholic or other private high school options available in New York City.

**APPLICATIONS will be considered until the position is filled. Interested candidates should send a cover letter, resume, and list of 3 professional references by email to:**

**Ms. Rose Batista, Principal**

**Cristo Rey New York High School**

[**rbatista@cristoreyny.org**](mailto:rbatista@cristoreyny.org)

**For more information about Cristo Rey NY High School, visit** [**www.cristoreyny.org**](http://www.cristoreyny.org)

Cristo Rey New York High School does not discriminate based on race, color, national or ethnic origin, gender, sexual orientation, or religion.