

Metropolitan Washington Labor Council, AFL-CIO
815 Black Lives Matters Plaza
First Floor
Washington, DC 20006
(202) 974-8150

Job Announcement
Receptionist (Full Time)

The Metropolitan Washington Council, AFL-CIO is a coalition of affiliated unions representing workers in the District of Columbia, Montgomery County, Prince George's County, and Southern Maryland. Unions affiliated with the council represent workers in all industries, from service, hospitality, health, education, transportation, entertainment, construction, public and private sector. Our council is comprised of 150 unions representing thousands of workers. Together with our affiliated unions, we work to ensure all working people are treated fairly in safe and healthy working conditions, earn sustainable wages and benefits to attain a quality of life, and promote the ability of workers to collectively bargain.

Receptionist Position

We seek an individual to provide general office support, input data entry, and provide real-time responses to inquiries. The position is responsible for completing the following tasks:

- Serving as the first point of contact for affiliates, clients, and the general public in person, by phone, and by email.
- Answering the telephone, screening and directing calls, and taking and relaying messages.
- Managing organizational calendar, and sending meeting notices and reminders to the appropriate audience.
- Providing logistical support for organizational meetings and special events such as fundraisers, committee meetings, and annual fundraiser.
- Processing outgoing and incoming mail.
- Maintaining an inventory of office supplies.
- Inputting data entry into the organization's database, photocopying, faxing, filing as needed.
- Other duties as assigned.

Qualifications

We are seeking applicants who have a commitment to the labor movement, and who enjoy working in a collaborative, fast-paced, nonprofit setting. Prior nonprofit and Union experience is a plus. The applicant must have:

- Strong working knowledge of Microsoft Office applications including Excel and Word, google form, mail merge database, online scheduling and editing websites.

- Excellent interpersonal, verbal and written communication skills.
- Outstanding organizational skills with strong attention-to-detail.
- Self-starter with a proven ability to take an initiative and be a problem solver.
- Team-oriented with strong integrity and professionalism.

Compensation

Salary range 40-45k based on experience with benefits

This position is in the MWC's unit of the Washington-Baltimore NewsGuild.

Application Process

Send résumé and cover letter to office@dclabor.org