



JOB DESCRIPTION

Administrative Assistant I - Receptionist PM

EMPLOYER INFORMATION

Name: Center for Independence, Inc.
Address: 740 Gunnison Ave., Grand Junction, CO 81501
Phone: 970-245-0315
Email: info@cfij.org

About the Center for Independence

The Center for Independence (CFI) is a nonprofit organization that supports individuals with disabilities in achieving greater independence and self-determined lives. Based in Grand Junction, Colorado, we are dedicated to the principles of the Independent Living philosophy and serve all disability populations and age groups. We create inclusive communities by providing advocacy, skills training, information and referral, peer support, and transition services.

EMPLOYMENT ELIGIBILITY

Job Title: **Administrative Assistant I - Receptionist PM**
Special License/ Certification / Degree Required: Yes No
Driver Status: Essential Marginal None
Job Code #: ADMIN.010
Department: Administration
Reports To: Director of Programs
Job Location: Grand Junction Office
Start Date: _____
Status: EXEMPT NON-EXEMPT
Job Type: Full Time Part Time Independent Contractor Intern – Paid Work
Experience (PWE)
of Hours _18 hours per week
Revised on 4/9/2026
Revised by Denice Roberts



CENTER FOR INDEPENDENCE, Inc.

COMPENSATION/BENEFITS:

Salary:

Paid time off

Vision

CFI offers 13 paid holidays per year.
with a 3% match after 1 year.

Must be able to pass the Federal background check for access to confidential records.

JOB DESCRIPTION

The Afternoon Receptionist serves as the primary point of contact for the organization, providing front desk coverage and administrative support during afternoon hours. This position is responsible for managing a multi-line phone system, greeting visitors, and ensuring a professional, welcoming environment for consumers, vendors, and the public.

The Receptionist also provides information, referrals, and general support to individuals with disabilities, their families, and community partners, while maintaining accurate records and ensuring compliance with organizational confidentiality and documentation standards.

ESSENTIAL DUTIES

Duties essential to the position include, but are not limited to:

FRONT DESK RECEPTION

- Cheerful, friendly manner and good sense of humor.

Front Desk Operations

- Greet and assist consumers, visitors, vendors, and the public in a professional and welcoming manner
- Answer and manage a multi-line telephone system, including directing calls and taking accurate messages
- Provide general information, referrals, and resources to consumers and community members
- Assist walk-in consumers with intake forms and direct them to appropriate staff or services
- Maintain an organized, safe, and professional front lobby environment



Administrative Support

- Provide administrative support to the CEO, Business Manager, Records Manager, and program staff as needed
- Receive, sort, and date-stamp incoming mail and distribute appropriately
- Prepare and post signage for office closures and announcements
- Maintain and update logs and records, including:
 - Vehicle usage and key control logs
 - Postage and office equipment usage
 - Office, kitchen, and supply inventories
- Input consumer and service data into CIL Suite or other data tracking systems as required

Facility and Office Coordination

- Maintain vehicle key security and ensure proper checkout procedures are followed
- Communicate with building tenants regarding access or facility-related issues
- Monitor volunteer sign-in/out and assist with front desk orientation for interns and volunteers

Compliance and Confidentiality

- Maintain strict confidentiality of all Personally Identifiable Information (PII) and Protected Health Information (PHI)
- Ensure all documentation and data entry are accurate, timely, and compliant with organizational standards
- Complete required monthly reports and documentation

Team Participation

- Attend staff meetings and participate in trainings as approved
- Support a collaborative team environment and provide assistance across departments as needed
- Perform other duties as assigned by the Business Manager or leadership

QUALIFICATIONS / REQUIREMENTS

General qualifications and abilities for this position include, but are not limited to:

- Bilingual in ASL or Spanish is a plus but not required.
- Minimum two (2) years' experience as an administrative assistant/receptionist.
- Proficiency with MS Office suite, particularly Word, Outlook, and Excel
- Detail-oriented, organized, and able to manage multiple tasks/responsibilities/requests simultaneously and meet relevant deadlines.



CENTER FOR INDEPENDENCE, Inc.

- Ability to maintain composure & professionalism and confidentiality in sensitive, complex, and/or controversial situations
- Excellent interpersonal and verbal customer relation/communication skills.
- Self-starter with ability to work both independently and on collaborative teams
- Successful experience working with a diverse population.
- Prefer recent experience working in a non-profit environment.
- Prefer knowledge of basic Human Resources functions

EDUCATION: Minimum educational requirements sought or preferred are:

High School/ GED diploma.

PHYSICAL DEMANDS / WORK ENVIRONMENT

To successfully perform the essential functions of this job, the employee needs to be able to perform the following physical demands. *Reasonable accommodations may be provided to enable a qualified candidate with a disability to perform the essential functions of the job.*

- Frequently required to sit for long periods while utilizing computers or conducting interviews. Occasionally required to stand and/or walk.
- Communicate in English, including reading and writing.
- Work in a variety of settings: office, consumer home, community settings.
- Work in a work environment with a moderate noise level.
- Frequently lift 1-5 pounds. Occasional lifting of 25 pounds.
- Operate a CFI vehicle to travel to designated appointments, meetings, and trainings.

Important Notes

- This position is a part-time benefited position.
- Office hours are:
 - Monday through Thursday 8:00 am – 5:00 pm
 - Fridays 8:00 am – 2:30 pm
 - Office closes daily from 12:00 pm – 12:30 pm for lunch
 - Schedules will be set between those times
- Background and reference checks are conducted

CFI Inc. is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are strategically invested in creating an equitable, diverse, just, and inclusive work environment. All interested individuals, people of color, LGBTQ+ folx, women, and those with multi marginalized identities are particularly urged to apply. For more information on our diversity, equity, and inclusion efforts, visit our website.



If you are applying for a position with CFI, please read and acknowledge understanding of the following:

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE CENTER FOR INDEPENDENCE (CFI) AND THE INCUMBENT IN OR PERSON APPLYING FOR THE POSITION. CFI is a licensed, non-profit organization in the State of Colorado, and operates in accordance to Colorado and applicable Federal law. CFI IS AN AT-WILL COMPANY. Nothing in this position description restricts CFI's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. This description reflects CFI's assignment of essential functions and features of the job that has been described. It does not prescribe, limit or restrict the tasks that may be assigned. Those features may change at any time due to reasonable accommodation, as the needs of CFI change or other reasons deemed appropriate by CFI leadership.

Printed Name of applicant: _____

Signature / Date: _____

Supervisor Signature / Date: _____

Job Description approved by David Nelson, Chief Executive Officer on _____
Signature: _____