

**Position Title:** Receptionist & Data Specialist  
**Division:** Memory Support Services / Administration  
**Reports to:** VP of Memory Support Services (MSS) / Director of Special Projects  
**Status:** Non-Exempt; Full-Time (40 hours/week)  
**Pay Range:** \$21/hour - \$23/hour DOE

**General Summary:**

The **Receptionist & Data Specialist** manages the front desk/reception area of the organization. The individual answers phones and greets guests along with other reception duties. This position will support MSS team projects and grants and will handle the MSS department's Constituent Relationship Management System (Salesforce).

**Essential Job Functions:**

- Provides administrative support to the Memory Support Services and Administration departments
- Serves as the Front Office Receptionist and is chiefly responsible for answering and handling multiple incoming calls, greeting and directing visitors, vendors, volunteers, and community guests
- Manages mail and incoming check logs
- As the Data Specialist, provides onboarding and continuing training/education for new/existing users; Acts as liaison between Salesforce/implementation partners and AlzOC users; Creates reports, dashboards and configures system as needed and requested by users; Performs back and front-end maintenance and remains up to date and current with Salesforce products and training.
- Tracks and monitors analytics monthly for MSS department
- Responsible for Memory Support Services output and outcomes tracking, including data entry and report creation
- Assists with support for special projects, grant applications, and statistical reporting/outcome measurements
- Interacts effectively with clients, volunteers, interns and staff
- Performs other work-related duties as assigned

**Minimum Requirements:**

- High School Graduate
- Knowledge of Salesforce or equivalent CRM Software and the ability to become an active Trailhead user for ongoing learning
- Proficient in the use of a personal computer and Microsoft Office applications (particularly Excel and PowerPoint), Canva, Airtable, and Google Suite or ability to acquire
- Excellent time-management skills and effective communication skills with people of all backgrounds and presentations
- Excellent written, verbal, and interpersonal communication skills required
- Ability to multi-task and work in a fast-paced environment



The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Alzheimer's Orange County is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The employee or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any employee providing for employment other than at will.

**To apply:** all applicants **MUST** submit a cover letter and resume to be considered for this position. Please send all documents to [alzoc.hr@gmail.com](mailto:alzoc.hr@gmail.com).