

## **Welcome Center Receptionist (Bilingual – Spanish Required)**

Houston, TX | Full-Time

Be the Heart of Our Welcome.

At Kids' Meals, Inc., every meal we deliver carries hope. As the Welcome Center Receptionist, you are often the very first face and voice of that hope.

We are looking for a warm, organized, and service-minded professional who thrives in a people-centered environment and takes pride in creating meaningful first impressions. If you genuinely enjoy welcoming guests, supporting volunteers, and representing a mission-driven organization committed to ending childhood hunger, we would love to meet you.

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### **About the Role**

As the Welcome Center Receptionist, you will serve as the first point of contact for guests, donors, volunteers, and community partners. You will coordinate all front desk operations while ensuring every individual who walks through our doors feels valued, respected, and connected to our mission.

This role is ideal for someone who:

- Loves working with people
- Brings energy and professionalism to every interaction
- Thrives in a busy, fast-paced environment
- Takes ownership of their workspace and responsibilities

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### **What You'll Do**

- Greet and warmly welcome guests, donors, and volunteers
  - Answer and route incoming calls with professionalism and accuracy
  - Provide clear and helpful information about our programs and services
  - Maintain an organized, clean, and welcoming reception area
  - Receive and track in-kind donations; coordinate with Operations and Development teams
  - Manage daily mail and deliveries
  - Support volunteer check-in processes
  - Assist with clerical tasks including data entry, filing, and mailings
  - Provide administrative support to staff and leadership as needed
  - Monitor front desk access and follow safety/security procedures
  - Work one Saturday per month to support community or weekend activities
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## What We're Looking For

### Education & Experience

- High school diploma or equivalent required
- Minimum 1 year of public-facing experience (customer service, administrative, nonprofit, or similar)
- Experience working with volunteers or donors preferred
- Bilingual in Spanish (required)

### Skills & Competencies

- Exceptional verbal and written communication skills
- Warm, patient, and service-oriented demeanor
- Strong organizational skills and attention to detail
- Ability to multitask and manage competing priorities
- Proactive, dependable, and self-motivated
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Ability to work independently and collaboratively
- Flexible and adaptable in a growing organization

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## Our Core Values

At Kids' Meals, our values guide everything we do:

- **We strive to succeed.** We embrace challenges and pursue growth.
- **We include everyone.** We celebrate diversity and value every voice.
- **We do the right thing.** We act with integrity and accountability.
- **We deliver hope and find the joy.** We bring compassion and positivity into every meal and interaction.
- **We watch out for each other.** Safety and care are always priorities.

If these values resonate with you, you may be a perfect fit for our team.

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## Physical Requirements

- Regular sitting, speaking, and computer use
  - Frequent reaching and occasional standing, bending, or walking
  - Ability to lift up to 25 lbs regularly and up to 50 lbs occasionally
  - Moderate noise level environment
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## **Why Join Us?**

You won't just be answering phones.

You'll be welcoming volunteers who prepare thousands of meals.

You'll greet donors who help fuel our mission.

You'll help create an environment where hope begins the moment someone walks through the door.

If you are ready to represent a mission that truly matters, apply today.

Kids' Meals is proud to be an Equal Opportunity and Affirmative Action employer and considers qualified applicants without regard to race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, veteran status, or any other protected factor under federal, state, or local law.

We offer competitive compensation and benefits package, which includes employer paid medical, dental, vision, & long-term disability benefits and more.

**Complete application at <https://kidsmealsinc.org/careers/>**