



Bilingual Front Desk Receptionist (must be fluent in English and Spanish) at Trinity Academy for the Performing Arts | Providence, RI

TAPA: Trinity Academy for the Performing Arts, an academically rigorous public charter school for the arts, seeks a bilingual (English/Spanish) Front Desk Receptionist, to work from 8:00am - 4:00pm, Monday through Friday. The Receptionist performs a variety of clerical and support work and is responsible for all individuals who enter the school building. The Receptionist works with staff, students, and parents, and must be fluent in both Spanish and English.

TAPA's anti-oppression creative community is enriched by the cultural, religious, racial, ethnic, and linguistic diversity of our neurodiverse families, students, and employees. Nearly all members of the TAPA student body are people of color, and a significant portion of TAPA's student body identifies as LGBTQ+. It is an organizational priority for TAPA to hire staff members who have cultural commonalities with our students and families.

Core Job Functions

- Encourage feelings of ease and confidence in students and parents and be positive and welcoming when dealing with students, teachers, and parents.
- Buzz in all legitimate visitors to the school, or refuse visitors who are not there on school business. As needed, direct guests to the appropriate party in the school, provide information and/or call students for meetings or pick-up by parents.
- Answer phones, screen incoming calls, provide information to callers, route calls to the correct party, take messages, and retrieve messages from voicemail.
- Sort, classify, and distribute incoming mail.
- Handle confidential information with complete security.
- Assisting with verbal and written English/Spanish translation as needed.
- Perform a variety of daily office tasks: supervising students in the main lobby who may be awaiting pickup; accepting and signing for deliveries; acting as liaison for building volunteers.
- Track all donations to TAPA, and send out timely and personalized Thank You letters.
- Assisting other office personnel when needed for special assignments, and assisting teachers in preparing instructional materials as appropriate.
- NOTE: Only candidates who are bilingual (English/Spanish) will be considered for this position. Please note bilingualism in your submitted cover letter or resume.

Preferred Qualifications

- At least one year's experience working in an urban school environment and/or a lived experience of being educated through an urban schooling environment.
- A Commitment to Diversity, Equity, and Inclusion
- Experience in or demonstrated understanding of social justice education and/or initiatives, and/or inclusion, diversity, and/or intercultural training.
- Sensitivity to and understanding of diverse perspectives that students and staff bring to their work, including those of academic, socioeconomic, culture, race and ethnicity, ability, gender, sexuality, and intersectional identities
- Participation in, or knowledge of the local and/or national Arts community.

Email cover letter and resume to Ms.R-H@TAPApvidence.org