

Tuesday, July 22, 2025

Temporary Front Desk Administrative Assistant

Company: Mind-Builders Creative Arts Center
Location: Bronx, NY
Compensation: \$20-23/hour

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Job Title: Temporary Front Desk Administrative Assistant

Department: Operations/UPK

Job Type: Temporary / part-time/hourly

Reports To: Desrine Charlton, UPK Director

Location: On-site

Duration: 4 months (Mid-August – Mid-December 2025)

Schedule: Monday to Friday

Compensation: \$20-23/hour

Overview:

Mind-Builders Creative Arts Center is seeking a Temporary Front Desk Administrative Assistant to support daily front office operations. This role is responsible for providing front desk coverage, including answering calls and emails, checking visitor IDs, and maintaining a welcoming and secure environment. The assistant will also provide backup support for room rental logistics and event coordination and offer Spanish-language translation (verbal and written) to ensure clear and inclusive communication with families, visitors, and staff.

Key Responsibilities:

- Provide front desk coverage by managing incoming calls and emails, checking visitor IDs, and ensuring a welcoming, organized, and secure environment for families, visitors, and staff.
- Serve as a backup support for room rental setup and logistics, ensuring proper scheduling, space preparation, and on-site coordination for events and program activities.
- Provide Spanish-language translation services (verbal and written) to support effective communication with families, visitors, and staff, ensuring accessibility and clarity in all interactions.

Ideal Qualifications and Skills:

- A minimum of 2 years of experience as an administrative assistant or similar position, preferably in a nonprofit organization.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Excellent organizational skills with the ability to manage multiple tasks and deadlines.
- Strong written and verbal communication skills
- Ability to work independently, with minimal supervision, in a fast-paced environment.
- Bilingual/Spanish-speaking, preferred.

How to Apply:

Please submit your resume, along with a brief cover letter outlining your relevant experience and why you are a good match for this position to hr@mind-builders.org. In your email subject line, please include "PT Temporary Front Desk Admin".

MBCAC is an Equal Employment Opportunity. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation, or veteran status.

Mind-Builders Creative Arts Center
Bronx, NY
www.mind-builders.org

For more information:
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