



The Institute for Learning and Development is dedicated to transforming the lives of students with learning and attention differences. We are looking for a motivated, reliable, and flexible "people person" for a part time receptionist position, Monday-Thursday mornings. Available immediately.

Job responsibilities include: answering phones, confirming appointments, and general office work. Computer proficiency and strong organizational skills are essential. Office experience required.

Ideal Qualifications

- Strong interpersonal and communication skills
- Strong organization skills and attention to details
- Strong ability to multi-task
- Ability to work and problem-solve independently and as part of a team
- Flexibility

Send resume to dkincaid@ildlex.org or contact Donna Kincaid at 781-861-3711. For more information about our organization: www.ildlex.org