“Caritas of Waco has an immediate opening for a part-time receptionist (20 hours per week). Duties include answering the telephone, responding to inquiries about Caritas services, greeting walk-in guests, checking IDs of individuals seeking services, taking messages, and other general reception activities. The position will work 8:00 a.m. to 12:00 p.m., Monday through Friday. Ability to speak and read both English and Spanish is a requirement. For more information or to submit a resume, contact Eddie Sherman at esherman@caritas-waco.org or 254-753-4593, ext. 201”.

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Caritas
Beyond Hunger to Hope