



The Receptionist is expected to contribute towards the church's overall mission by "guiding everyday people into a Christ-following family."

General Description

The Office Receptionist serves as the front line to the office. This person is our first impression for those visiting our facility. Additionally, the receptionist will help with other basic administrative duties as assigned. As a part-time position, the person in this role expected to work 25 hours per week.

Responsibilities

1. Answer all incoming calls, emails, and doorbells in a timely manner by directing guests to the person or resource that will best suit their needs.
2. Function as the central point of contact for all significant congregational life events (births, death, illnesses, etc.) and communicate such events when appropriate to all church staff in a timely manner.
3. Coordinate with staff and lay leaders to help to facilitate pastoral care within our congregation.
4. Maintain a hospitable environment on our main floor (coffee service, main entrance security, hallway music, reading material, etc.)
5. Assist with daily usage of the Community Room and Family Room (A/V support, thermostats, etc.)
6. Manage all registrations for events and trips.
7. Assist in additional secretarial duties as needed.

Education and Experience

Though not essential, a preferred applicant would have 1-3 years' experience in some sort of support role in a church or business environment. Working knowledge of Google Suite or Microsoft Office is a plus. A person will excel in this position if they display a high level of hospitality and care as they are responsible for providing a welcoming environment in our church office.

Position Structure and Level

- Reports To: Executive Pastor
- Classification: Non-Exempt
- Category: Regular Part-Time
- Staff Designation: Support Staff

Submitted: March 2019