

FRONT DESK RECEPTIONIST

Reports to: Executive Director/Pastor

Position Title: Front Desk Receptionist

Hours: PT-Time- 16 hours

Compensation: TBD

Position Summary

Partner with the executive director to carry out weekly tasks and help with a variety of tasks to help Grace Church.

The front desk receptionist should be a mature Christian who demonstrates regular spiritual growth and outstanding character and is an active, participating member of Grace Church beyond their ministry responsibilities. They should demonstrate gifts of administration including high attention to detail, organizational skills, clear communication, creative problem-solving, and high relational skills. This person should have some former experience in administrative work.

Essential Duties and Responsibilities

General Duties

- Answer the telephones.
- Respond to general emails.
- Answer the door and communicate with our guests.
- Manage information in PCO and run reports when required.
- Copy and prepare necessary hand-outs and visuals as needed for weekly ministries.
- Communicate with the staff about spiritual needs that come through, phone calls, emails, or personal visits.
- Attend all staff meetings and staff enrichments. Be an active participant and member of Grace Church beyond requirements related to weekly job responsibilities.
- Works hours will generally be Monday through Thursday, 12 PM until 4 PM. You may be asked to work additional hours to help with vacation schedules.