

SUPPORT & DEVELOPMENT

RECEPTIONIST

REPORTS TO: ACCOUNTING DEPARTMENT

CLASSIFICATION: PART-TIME //ON-SITE//MON - THUR//9A - 3P//INCLUDES HOLIDAYS

Flatirons Community Church exists to bring the awesome life of Christ to people in a lost and broken world. The Receptionist is the first point of contact and the primary resource for people who walk through the doors, email, or call in throughout the week. This individual must have a heart to walk with people through the benevolence process and be a bridge between ministry teams, local resources, and inquiry submissions.

PERSONAL QUALIFICATIONS:

- Submits their life to God and the authority of His Word.
- Understands and supports Flatiron's vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Uses humor to connect with people and is a relational team-player.

PROFESSIONAL QUALIFICATIONS:

- Office management experience with a high level of professionalism.
- Superior communication skills, written and verbal.
- Positive, professional, self-starter who possesses the ability to organize, adjust and prioritize responsibilities with minimal direction and supervision.
- Ability to handle/maintain confidential information with discretion, diplomacy, and tact.
- Ability to multi-task with excellent time management.
- Ability to take initiative and embodies "see the need, meet the need" work ethic.
- Experience with Microsoft Office Suite including Outlook, Excel, and Teams.

PRIMARY RESPONSIBILITIES:

- General office management- ordering supplies, processing mail, planning center scheduling, etc.
- General call and email management.
- Front desk and general area management.
- Oversee the local resources list for the community inquiries.
- Other duties as assigned.

BENEFIT INFORMATION:

- Pay range: ~\$20/Hour ~ 25 hours per week not to exceed 29 hours per week.
- An additional 20% of Trimester earnings available as a bonus based on church health, goal completion, and employment for the measurement period.
- 403(b) retirement plan with a matching contribution of up to 10%.
- Discount on Tuition at Flatirons Academy.

