

# RECEPTIONIST

Flatirons Church | Support and Development

## REPORTS TO:

Accounting Department

## CLASSIFICATION:

FULL-TIME//SALARY//NON PASTORAL//ON-SITE//MON-FRI//9AM-3PM //INCLUDES HOLIDAY, WEEKEND, AND EVENING HOURS.

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## WHY THIS ROLE MATTERS

Flatirons isn't just another church, and this isn't just another job. We're building something that demands attention and drives action. If you have a desire to help build a "No Matter What, No Matter Where" culture that inspires others to follow Jesus, we want to hear from you.

### RAW AND REAL. FUN. INNOVATIVE

Flatirons Church isn't looking for just another Receptionist. We are looking for someone who is passionate about being 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 bridge between ministry teams, local resources, and inquiry submissions. Think of this more than a receptionist position but more of an Office Management role.

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## WHAT YOU BRING

### PERSONAL QUALIFICATIONS:

- Submits your life to God and the authority of His Word.
- Model a commitment to developing the character of Christ.
- Understand and support Flatirons' vision and values; filters decisions through that lens.
- Embrace key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplify qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willingness to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth—spiritual, personal, and professional—and invests in the growth of others
- Uses humor and relational connection to lead well and build a strong team culture.

### 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.
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## WHAT YOU’LL DO

- General office management- ordering supplies, processing mail, 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.
  - Assisting the accounting team with administrative work.
  - Coordinating pastoral requests for weddings.
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## COMPENSATION & BENEFITS:

- **STARTING SALARY** \$45,000 - \$50,000 – We recognize the value of your skills and dedication as we work together to bring the awesome life of Christ to a lost and broken world. Our salary range is designed to reflect your expertise and commitment to our mission.
- **HEALTH COVERAGE** – Enjoy peace of mind knowing you’re covered. We offer 100% paid Health, Dental, and Disability Insurance for you and your family through Flatirons. You can also customize your coverage with optional buy-up options, including voluntary insurance coverages, ensuring you’re supported in every aspect of life.
- **TIME OFF** – We believe in the importance of rest and renewal. You’ll receive 3 weeks of Paid Time Off (PTO) each year to recharge, plus an extra week after Christmas services so you can truly unwind and spend time with loved ones.
- **RETIREMENT** – Your future matters as we work together to share Christ’s love. Take advantage of our 403(b)-retirement plan with a generous matching contribution of up to 10% of your salary, so you can plan for tomorrow, today.
- **ACADEMY DISCOUNT** – We’re committed to your growth of and the growth of your family. That’s why we offer a tuition discount at Flatirons Academy to develop your kids’ faith and knowledge.