



## Role: Receptionist

**Opportunities:** Full-time Hourly

**Responsible to:** Director of Operations

**Oversees:** Front Desk, Lobby

**Business Hours:** Monday-Thursday 8:00-4:00 p.m., AND Friday 8:00-12:30 p.m. (No Fridays during Summer Break)

**Member of Teams:** All Staff, Operations

**Rate:** \$17/hr

## Position Description

Our church is looking for an organized, outgoing Receptionist to provide a superior first impression to those who walk through our front door. In this position, you will assist with a variety of clerical and administrative duties for all Departments. An optimal candidate will possess utmost professionalism and great energy.

## Essential Duties and Responsibilities

- Creating Great First Impressions
  - Anticipate needs of guests
- Clerical Duties
  - Email, phone, voicemails, mail collection and distribution
  - Ordering and invoicing
- Departmental Support
  - Calendaring, special projects, delivering packages
  - Distinguishing items donated to #ForAurora
- Security
  - Locking and unlocking doors, maintaining guestbook
  - Be familiar with emergency procedures
- Communications
  - Proofreading, managing reports
- Merchandising and Organizing
  - Manage JMLB inventory
- Database Management
  - Become a PCO expert
- Coverage
  - Managing time off
  - Managing volunteers and their training
- Other Duties As Assigned

## Qualifications and Requirements

- Education
  - H.S. Diploma or equivalent
- Skills
  - Intermediate to Advanced computer skills
  - Proficient with Google Workspace
- Physical
  - Ability to lift up to 40 lbs
- Other
  - Reliable vehicle or other transportation
  - Ability to conform to professional dress code

## Expectations

- This person demonstrates a growing relationship with Jesus by prioritizing daily time with God.
- This person maintains a good reputation in the church community by carrying him or herself with utmost integrity and character.
- This person exhibits biblically-based leadership skills, communicating vision tactfully and with a servant's heart.
- This person has a heart for the families of the church, growing disciples, and reaching out to our community.
- This person participates in giving to the church, serving the church, and engaging in growth opportunities at church separate from one's own ministry.
- This person values praying, worshiping, and having fun with coworkers in team settings.
- This person is able to manage healthy rhythms of work and rest, and will proactively reach out for support when needed.

## Staff Values

1. We Are Curious In Faith Not Callous In Routine.
2. We Are Passionate Leaders Not Passive Commentators.
3. We Assume The Best In Others Not The Worst In Motives.
4. We Create In The Unknown Not Settling For The Safe.
5. We Like To Party Together, Not Just Perform Together.