

JOB DESCRIPTION

POSITION: Receptionist

STAFF CLASSIFICATION: Staff 4

REPORTS TO: Church Administrator

SUPERVISES: N/A

FLSA STATUS: Non-Exempt; Hourly - Part-time

RESPONSIBILITY: To be a gracious and informed presence at First Presbyterian Church, expressing the desire of First Presbyterian Church to welcome and assist all those who relate to First Presbyterian Church in any way and being sensitive and discreet with all information received.

TASKS:

1. As the first contact people have with First Presbyterian Church, to be informed about all church activities and post the daily calendar of church events and meetings.
2. Receive all visitors and walk-ins, and assist as necessary.
3. Answer and assist and/or route all incoming phone calls, including emergency calls.
4. Receive and compile reservation lists for church functions, to include but not limited to KEYS, Men's Breakfast, and Church Dinner.
5. In the absence of the Administrative Assistant for Congregational Care, compile and distribute the daily care and concern list and update the care and concern line.
6. Develop and maintain church information files to aid in responding to various types of inquiries by members and the larger community.
7. Schedule daily phone coverage, as necessary.
8. Provide administrative work for staff, as directed by the Church Administrator, i.e. help with mailouts, birthday cards, etc.
9. Order nametags and nameplates for staff. Order nametags for new members after Discover First Class and all other members as requested.
10. Other duties as assigned by supervisor(s).

DESIRED QUALIFICATIONS:

1. Education: Undergraduate degree or some college preferred.
2. Work Experience: Experience as a receptionist or in hospitality or similar field.
3. Easily able to share Christ's love with others.
4. Good organizational skills and able to work without close supervision.
5. Proficient in use of MS-Outlook, Word, Excel, PowerPoint and Database Management.