



JOB TITLE: RECEPTIONIST

REPORTS TO: DIRECTOR OF OPERATIONS

JOB PURPOSE:

The primary purpose of this position is to serve the church by providing a warm welcome to callers and visitors and providing general clerical assistance to the Front Office Coordinator.

DUTIES AND RESPONSIBILITIES:

- Answer the phone, direct calls, answer questions about the church, and warmly greet visitors, guests, and walk-ins to the church office
- Monitor visitor access and maintain security awareness
- Support GraceCares Ministry benevolence visitors
- Receive and distribute mail & packages
- Perform other general clerical duties as assigned

THE IDEAL EMPLOYEE WILL:

- Be well organized and detail-oriented
- Function well with co-workers, treating them with honor and grace
- Show a teachable and open attitude
- Reflect a commitment to personal growth
- Expect to be accountable for productivity during work hours
- Maintain a “customer service” attitude at all times
- Be able to accomplish work with continual interruptions

QUALIFICATIONS:

- Personal relationship with Jesus Christ
- Commitment to the Core Values and Statement of Faith of Grace Covenant Church
- Computer proficiency in Word, Excel, Outlook
- Prior administrative or reception experience a plus

JOB STATUS: PART-TIME (16 HOURS) NON-EXEMPT; NO BENEFITS