



## Role: Afternoon Receptionist

**Employee Type:** Part time, not benefits eligible

**Responsible to:** Reception Lead

**Oversees:** Front Desk, Lobby

**Business Hours:** 12pm-4pm Monday-Thursday (16 hours per week) OR  
2pm-4pm Monday-Thursday (8 hours per week)

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

**Rate:** \$17/hr

## Position Description

Our church is looking for an organized, outgoing receptionist to provide a superior first impression to those that walk through our front door lobby. 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. Candidates must enjoy working alone in a large lobby that is sometimes bustling and noisy with guests. Desire to take initiative to help fellow Staff and Preschool is a must have.

## Essential Duties and Responsibilities:

- Creating Great First Impressions
  - Anticipate needs of guests
  - Help with various weekly group check-ins
- Preschool
  - You are receptionist for both church and preschool and will assist preschool families with late check-ins and early pickups
  - Familiar with preschool schedules and routines to assist families as needed
- Clerical Duties
  - Email, phone, voicemails, mail collection
  - Weekly laundry for kitchen and events
  - Willing to work in a public space
  - Navigate down time responsibly
- Departmental Support
  - Mail and package management
  - Managing food items donated to ForAurora
- Security
  - Ensuring visitors sign in
  - Be familiar with emergency procedures

- Communications
  - Maintaining bathroom posters
- Merchandising and Organizing
  - Manage JMLB inventory
  - Set up JMLB merchandise pop up store
- Database Management
  - Become a PCO (Planning Center Online) expert
- Coverage
  - Using volunteer list to arrange for coverage when time off is needed
- 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 30 lbs
- Other
  - Reliable vehicle or other transportation

## Expectations:

- Accurately track and organize all receipts related to office expenses and personal reimbursements.
- Efficiently manage incoming emails, and answer calls and voicemail promptly ensuring timely and professional responses to inquiries.
- 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 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, worshipping, 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.

## How to Apply:

- Email your resume to [jobs@ehills.org](mailto:jobs@ehills.org)