



JOB TITLE	Receptionist & Administration
VERSION DATE	July 2026
MINISTRY/DEPARTMENT	Administration
APPROVED HOURS	24 hours per week
REPORTS TO	Campus Administration Coordinator
SALARY RANGE	\$16 - \$18 per hour
CLASSIFICATION	Part Time - Non-Exempt

JOB SUMMARY

The Receptionist/ Administration team member serves in a reception-focused role, while providing administrative support for the church. This person, while creating a welcoming, professional, and Christ-centered experience for everyone who interacts with the church, will also support the administration needs for various ministries as assigned by the Campus Administration Coordinator. As one of the primary points of contact, this position serves as the front door of the ministry during the week, ensuring that guests, attendees, volunteers, and staff feel welcomed, valued, and connected.

As staff members, we collectively act as proponents for encouraging individuals to embrace a lifestyle as cherished apprentices of Jesus. This is achieved by nurturing the five elements specified in our focus statement: engaging with Jesus, understanding the teachings of Jesus, practicing the works of Jesus, collaborating with Jesus, and extending invitations to others.

ESSENTIAL DUTIES/RESPONSIBILITIES

Front Desk Duties

- Welcome and assist visitors, members, and guests.
- Answer incoming telephone calls and direct inquiries to appropriate staff members.
- Receive and distribute mail, deliveries, and messages.
- Maintain a clean, organized, and professional reception area.
- Provide general information regarding church services, events, and ministries.
- Inventory and stock the hospitality corner with snacks & beverages

Administrative Support Duties

- Assist with data entry and record maintenance.
- Prepare, copy, scan, and file documents as requested.
- Assist with church correspondence, emails, and mailings.
- Support event registrations and ministry sign-ups.
- Maintain office supplies inventory and order supplies as needed.
- Assist staff with basic scheduling and calendar coordination.
- Perform other light administrative tasks as assigned.



- Wash the laundry from the Fellowship Hall and the Chapel. Track the check-out and return of tablecloths used for events and meetings.
- Coordinate volunteer work schedules for a receptionist on Monday each week.

NON-ESSENTIAL DUTIES/RESPONSIBILITIES

- Attend meetings as directed by your supervisor
- Other duties as assigned.

QUALIFICATIONS

The minimum education requirement is a high school graduate or an equivalent GED. Prefer some college or post-high school training, but preference is given to those who have completed a degree or certificate program

WORK EXPERIENCE

Prefer at least 1 year of related experience working in an administrative office environment.

SKILLS

- Ability to maintain confidentiality.
- Ability to motivate staff and volunteers, coordinate their efforts, and integrate activities.
- Ability to nurture relationships and provide support and encouragement.
- Demonstrate the ability to work well with people, both internally and with external contacts.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Proofreading skills.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Intermediate to advanced computer skills, including all Google applications, Microsoft Word, Excel, Outlook, and the internet.
- Ability to set expectations and build relationships.
- Ability to prioritize, follow up, and manage multiple projects.
- Good written and verbal communication skills.
- Ability to make quick, accurate, and appropriate decisions.



WORK SCHEDULE

- The primary work schedule is Tuesday - Thursday. 9am - 5pm
- Available to cover the receptionist position on Monday when needed

If you're interested in this position, please email Brad your intention to apply, followed by submitting a résumé and cover letter, by July 14th, 2026, to Brad Cummins (bradc@canyonviewchurch.com). We look forward to reviewing your application!