

Receptionist / Administrative Assistant (Part-Time)

Status: Part-Time, Non-Exempt

Schedule: 24 hours per week (Monday-Thursday)

Job Purpose

The Receptionist/Administrative Assistant serves as a welcoming and professional first point of contact for guests, church members, callers, vendors, and others interacting with the church office. This part-time position provides administrative and ministry support to church staff, assists with Sunday morning preparation and coordination, and helps ensure the church office operates efficiently and effectively.

Job Duties and Responsibilities

- Answer incoming phone calls promptly and courteously; direct calls and take messages as appropriate.
- Greet and welcome visitors, guests, church members, and vendors in a friendly and professional manner.
- Provide general administrative support to pastors and church staff as needed, including filing, copying, mailings, data entry, and other office-related tasks.
- Receive, sort, and distribute incoming mail and packages.
- Prepare and send outgoing mail and packages as needed.
- Maintain a clean, organized, and welcoming front desk and lobby area.
- Coordinate the purchase and stocking of office supplies and other items needed by staff.
- Coordinate copier maintenance, service, and repair.
- Order Bibles and other regularly used ministry or office materials as needed.
- Receive and send outgoing requests as directed by staff.
- Assist with special projects and other administrative duties as assigned.

Sunday and Ministry Support

- Ensure communion elements and supplies are prepared for scheduled Sunday services.
- Assist the Pastor of Spiritual Formation with the coordination of Connector volunteers for Sunday morning services.
- Maintain and stock the usher cart and new visitor area in the lobby.
- Order coffee and café supplies for weekly services, ministries, and special events.
- Assist with other preparations necessary for Sunday services and ministry activities.

Financial and Data Support

- Complete attendance data entry and tracking on a bi-weekly basis.
- Assist with weekly offering counting on a bi-weekly rotation.
- Enter checks, cash, and other offering-related information into Planning Center Online (PCO) on a bi-weekly basis.
- Maintain accuracy and confidentiality when handling financial information, attendance records, and other sensitive church information.

Café Operations

- Organize weekly café operations
- Plan the weekly menu and coordinate food and beverage preparation
- Purchase and maintain café food, beverages, and supplies
- Recruit, schedule, train, and encourage café volunteers
- Coordinate Sunday morning needs with the week's Café lead
- Manage café expenses within the approved budget

Required Qualifications

- A growing relationship with Jesus Christ and a commitment to the mission, values, and ministry of the church.
- A heart for serving people and creating a welcoming environment for church members, guests, and the community.
- Friendly and professional demeanor with effective verbal and written communication skills.
- Strong organizational skills and attention to detail.
- Dependable, punctual, and able to work independently while collaborating effectively with staff and volunteers.
- Ability to exercise good judgment and maintain strict confidentiality regarding personal, financial, and ministry-related information.
- Basic computer skills, including familiarity with common office software and equipment.
- Ability and willingness to learn church software and systems, including Planning Center Online.
- Previous administrative, office, or receptionist experience is preferred but not required.

Working Conditions

This position works primarily in a church office environment with frequent interaction with pastors, staff members, church members, volunteers, vendors, and the general public. The position requires regular use of computers, telephones, copiers, and other office equipment and may involve sitting for extended periods, light lifting, and other routine office activities. Occasional schedule adjustments may be necessary to support special church events or ministry activities.

General Expectations

The Receptionist/Administrative Assistant is expected to represent the church in a manner consistent with its mission and values; maintain a welcoming, helpful, and ministry-minded approach to interactions with others; work cooperatively with pastors, staff members, and volunteers; protect confidential information; and perform assigned responsibilities with excellence, integrity, and a servant-hearted attitude.

How to Apply

- Complete and Submit Job Application <https://community-church.churchcenter.com/people/forms/1315507>