



Job Title	<i>Administrative Assistant (Front Desk)</i>
Reports to	<i>Senior Pastor</i>

Job Purpose

To be the first impressions specialist and administrative support for our active church staff by warmly and professionally attending to visitors and callers while maintaining a professional front desk area.

Duties and responsibilities

1. Be the First Impressions Specialist for the Church

- Greet everyone as they enter the office
- Determine the reason for their visit and accommodate requests if possible i.e. unlocking doors, Daily Bread, assistance forms
- Direct visitors to correct destinations
- Tidy and maintain front office area
- Answer all incoming calls, screen and direct calls, take and deliver messages

2. Provide Administrative Support for Ministry Staff

- Process connection cards and visitor letters
- Maintain church membership records
- Maintain church directory and print semi-annually
- Coordinate Childcare volunteers and be present during childcare
- Coordinate Exploring Cypress seminars
- Printing assignments (signs, posters, etc.)
- Maintain: office supplies, church calendar, office equipment
- Oversee foyer schedule: sign-up tables/counters
- Prepare, edit, produce church publications including the Weekly, signs and posters, Mailchimp, directory, and letters
- Process membership applications
- Welcome Center staffing, schedules and supplies
- Coordinate Baptism Sundays

3. Other Special Projects

- Other assigned duties and projects including but not limited to maintain staff Org chart, Elder poster, name badges, elder cards, and assisting with preparations for Annual General Meeting, and preparing signs, sign-up sheets, giveaway books, and labels
- Order: T-shirts, mugs, pens, bags, thumb drives when requested,

Parameters: 32 hours (Mon – Thurs) with modified hours on Wednesdays to accommodate childcare. (Occasional Sunday work.) Benefits Eligible – Health & Retirement.

Competencies: Joyful, Professionalism, Hard-Working, Customer Service Orientation, Detail-Oriented, Organized, Reliable, Great Communicator, Computer Literate with PC and/or MAC.

Experience and Education: High School Diploma or equivalent and 2 years of previous clerical experience required.