

## **Welcome Center Administrative Assistant Job Description**

### **Qualifications:**

1. Love for the Lord and a willingness to support the ministries of Brookside.
2. Ability to provide a welcoming atmosphere for those who contact Brookside by phone, email, or in person, as well as to give gracious assistance to staff, members, and guests of Brookside.
3. Ability to effectively proofread, edit, and polish staff communications.
4. Proficient in Microsoft Office, especially Word and PowerPoint.
5. Ability to be well-organized.
6. High school diploma is required. Previous experience preferred.
7. A member of Brookside Christian Reformed Church or an agreement to become one.

### **Duties & Responsibilities:**

The Welcome Center Receptionist is accountable to the Church Administrator for providing a welcoming atmosphere and ready assistance and direction to all who contact Brookside in person, by phone, or email. Specifically, the Welcome Center Receptionist is responsible for the weekday presence at the Welcome Center and for assisting the staff and key volunteers in the secretarial responsibilities of their work as defined below. This is a part-time 30 hour per week position.

1. Receive callers on the phone or in person and answer their question or direct them to the right person or place.
2. Assist callers in need of Benevolence, forward requests to appropriate Deacon and record all requests.
3. Distribute incoming mail and packages.
4. Keep Welcome Center and work room organized, neat, tidy and stocked.
5. Maintain supplies for office and staff requests, including keeping the work room stocked with toner and paper.
6. Assist Member & Community Life Coordinator with updating and maintaining member mailboxes and distribution of mail to members.
7. Assist the Communications and Design Specialist to organize recurring and incoming Brookside announcements in order to produce the bulletin each week.
8. Assist the Pastoral Care and Worship Director with the preparation of worship folders and PowerPoints for use in worship.
9. File & archive all minutes of Council groups as directed by the Administrator.
10. Assist members with the use of office equipment such as phones, imager, laminator, folder, media duplication and fax.
11. Secure the facility as necessary.
12. Organize weekly attendance slips and records for Pastor.
13. Act as liaison to vendors in regard to phones issues and upkeep of office machines.
14. Other related duties as directed by the Administrator.

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