

Receptionist

Job Description

Title: Receptionist
Reports to: Executive Administrator
Purpose: The receptionist is a part-time position responsible for being the first point of contact with LEFC's office.

Character Traits of the Receptionist

- A demonstrated heart for God lived out daily through prayer, time in the word, and a solid personal relationship with Jesus
- A passion to see those at LEFC fall in love with Jesus and live out their relationship with God in their *oikos*
- Team player. An individual who wants to serve as part of a larger team supporting the staff in carrying out the ministry goals of the church
- The desire to grow, develop and mature, both spiritually and professionally

Job Responsibilities of the Receptionist

- Answer incoming calls, addressing the needs of the caller in a courteous manner, direct calls to LEFC staff and key volunteers. Distribute any incoming faxes
- Check and address incoming emails to office@lefc.net
- Greet visitors and create a welcoming environment. Notify staff when their appointments arrive
- Retrieve mail daily and place outgoing mail in mailbox. Sort and distribute incoming mail and package deliveries
- Order office supplies as needed and requested by staff members
- Provide administrative assistance to Senior Pastor and Executive Pastor as directed

- Manage church calendar and building/vehicle reservations. Oversee staff calendar meeting in March
- Distribute prayer requests from weekly communication cards, emails, and phone calls
- Assign and close church mailboxes as requested
- Prepare welcome cards from guest book entries and mail after signed by Senior Pastor
- Maintain community bulletin board
- Participate as a member of the LEFC Church Staff and perform other duties as the situation arises/assigned by supervisor

Requirements for the position

- Excellent communication skills – written, verbal, and interpersonal – with excellent attention to detail, exercising discernment
- Excellent organizational and administrative skills
- Ability to prioritize multiple tasks and projects while working under deadlines
- Service-oriented, nurturing, and a positive can-do attitude
- Flexibility – able to change direction when projects/ideas change at a moment's notice and able to handle workload peaks (week of major events for example)
- The ability to be trusted with confidential information
- High School Diploma or equivalent