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Position reports to:	Senior Pastor
Salary range:	\$14.00 – \$18.00/hr
Employment status:	Part-Time/Nonexempt

Position Overview

Greets all callers and guests promptly and courteously. Is the primary point of contact for church members and dispatches appropriate staff and committee members as needed. Provides logistical support for all church-sponsored activities.

Principal Accountabilities

- **Answers all incoming phone calls and directs callers to the appropriate person or department. Handles front desk caller questions that are emergent or time-sensitive.**
- **Greets visitors and directs them as needed. Informs employees of visitor arrivals.**
- **Opens and date stamps all office mail and puts in corresponding internal mailboxes. Accepts, logs, and notifies departments of deliveries.**
- **Communicates with committee leaders when defects are noted in their area of expertise.**
- **Keeps Pastor apprised of unusual or threatening situations that arise.**
- **Works with pastors, ministers, deacons and committee leaders to identify office supply needs and ensures all church purchases are procured at the lowest possible prices.**
- **Orders standard office supplies and keeps office supply room stocked with standard office supplies. Looks for opportunities for cost savings.**
- **Keeps records on all purchases and assists in the monthly reconciliation of church credit cards.**
- **Orders supplies as determined by the event planning teams and works to help secure logistical support needs. Helps stage supplies for events.**
- **Works with the committees on the development of the annual budget.**
- **Acts as webmaster on the look, feel, and content of church website.**
- **Works with staff, deacons and committee leaders to ensure web page, bulletin, email blasts and other communication are accurate and current.**

- **Acquires and maintains all graphic designs and photos for website, bulletin, signage and any printed or digital copy.**
- **Maintains electronic and printed files and archives of all church communication, photos and processes.**
- **Consults with the pastor on the look, feel, and design of all church printed/posted material. Supports all print and digital communications.**
- **Work with the pastors/ministers to secure social sharing images from all church events, programs, and ministries.**
- **Ensures that all printed and electronic information is error-free and represents the church with the highest quality standards.**
- **Takes responsibility for church outreach advertising in local newspapers or Internet sites.**
- **Works with staff, deacons and committee leaders to support the church mission.**
- **Assists Pastors and Ministers with various office projects.**
- **Performs other duties the Pastors, Ministers, Deacons and Committee leaders request.**

Job Skills Required

- **Excellent verbal and written communication skills**
- **Proficient with Microsoft Office**
- **Extremely organized and works under pressure**
- **Able to keep member and guest information confidential**

Educational Requirement

- **High school diploma or GED, some college preferred**

Special Situations or Preferences

- **This position is the official church scribe and as such would be required to document and archive meeting minutes for all church council meetings and the business meetings that follow. Current schedule is once per quarter for each meeting a week apart at 7pm on Wednesdays. In addition, occasional special-called meetings occur if events dictate quick decisions.**
- **Preferred schedule is Mon-Thurs, 9am-3pm.**

Updated: 5/30/2023

Updates Approved by: _____