



## **POSITION DESCRIPTION**

### **Morning Receptionist**

**Scope of Work:** Responsible for welcoming all visitors to the church office in person and providing a welcoming environment on the telephone. Function as the point person for directing calls and visitors to the appropriate office/department/program.

**Reporting Relationship:** Responsible to the Communications Director.

#### **Specific Duties:**

1. Receive all incoming calls into the office main line and answer or direct calls as appropriate. Retrieve phone messages that were left outside of office hours. Maintain system voicemail messages. Maintain and distribute updated phone lists.
2. Manage the reception area including, but not limited to, answering the door, greeting visitors and staff, and posting changes to office hours.
3. Oversee the flow of visitors entering the office so they are cared for and directed to the appropriate person or resource while maintaining a secure office building.
4. Keep updated with church events and functions to communicate with visitors and phone calls.
5. Manage the flow of mail (e.g., USPS, FedEx, UPS) in and out of the office, including the printing of postage on outgoing mail, sorting incoming mail, maintaining staff mailboxes and placing mail in boxes, notifying departments when packages arrive, and submitting monthly department mail costs to Finance.
6. Provide administrative support for Custodial and Maintenance staff including coding expenses, preparing weekly expense reports, maintaining a vehicle use log, submitting monthly mileage reports and maintaining up-to-date drive license files.
7. Manage administration building supplies including, but not limited to, in-office forms, lost and found, and medical equipment.
8. When available, assist all Purpose Church staff with any projects for which they request assistance that can be done while providing coverage of the lobby and switchboard.
9. Provide donation receipts when non-cash contributions are donated.
10. Maintain the copier room, including the photo copier, and order office supplies.
11. Keep the lobby area neat and clean with updated department information for visitors.
12. Train staff and volunteers on the switchboard duties.

#### **Qualifications /Requirements:**

1. Must make Purpose Church your home church and agree with the vision, mission, and value statements of Purpose Church.
2. Must agree with and abide by the Statement of Faith and Church Practice of Purpose Church.
3. Must align with the Culture Values of Purpose Church.
4. Must be able to operate a computer, phone, and mailing machine.
5. Must present a positive and professional image to staff and visitors entering the office.
6. Bi-lingual in Spanish preferred.



**Terms:** This is an hourly, part-time position. The position is 20 hours per week, 9:00 am to 1:00 pm Monday through Friday. Sick time will be accrued as outlined in the Employee Ministry Handbook.

Updated on August 9, 2022