



## **PART-TIME RECEPTIONIST JOB DESCRIPTION**

**REPORTS TO:** Ministry Logistics Coordinator, Lead Pastor ultimately.

**WORKS WITH:** Lead Pastor, Executive Pastor, Business Director, Executive Assistant to Lead Pastor, Executive Team, Pastoral Team, office team, Eastridge Church Board, Eastridge Church congregation and the local community.

### **ROLE IN MINISTRY:**

The Receptionist serves to bring a spirit of excellence to Eastridge Church by performing the following functions:

Essential Functions:

1. Greeting the public at the front desk, in person and on the phone.
2. Route pastoral care needs to pastoral team.
3. Maintain workroom, office supplies and equipment.
4. Manage print jobs, bulletin folding/assembly.
5. Handle requests for financial assistance.

Other Functions:

1. Support team administratively as needed.
2. Use of church management software, updating household information, pastoral care, reporting, attendance, groups and queries.
3. Taking outgoing mail to post-office at the end of the day.

### **QUALIFICATIONS:**

- Member of Eastridge Church
- Ability to learn computer skills (Microsoft Office software)
- Strong communication and interpersonal skills
- Ability to assess and prioritize multiple projects, tasks and demands
- Self directed, highly motivated, flexible and positive
- Must maintain confidentiality of information