

Ministry Assistant: Receptionist & Church Secretary

Overview

Position: Ministry Assistant: Receptionist & Church Secretary

Objective: To primarily serve as receptionist and meet, greet, and handle visitors and phone calls; perform secretarial duties related to various ministries, outreach, and benevolence while working in close harmony with staff; secure volunteers for various church functions.

Reports To: Minister of Music & Administration

Status: Part-time Support Staff; Monday-Thursday, 1pm-5pm (16 hours/week)

Minimum Qualifications

Education: High School Diploma and secretarial work experience

Qualifications: Must possess excellent interpersonal and communication skills, strong organizational skills & information technology skills (including a proficiency and expertise in the Microsoft Office Suite, familiarity with Google Calendar, and the ability to adapt to new technologies), and the ability to maintain confidentiality.

Physical Demands: Professional personal appearance and cleanliness. Ability to use a small step ladder and lift 20 lbs.

Job Summary

- 1** Serve as receptionist: a kind, friendly "people person" who will answer phone calls and greet all visitors to the church office with tact, courtesy, and respect.
- 2** Screen benevolence requests and pass information to appropriate minister/deacon.
- 3** Responsible for distribution and collection of church mail—includes bulk mailings.
- 4** Maintain workroom and manage/purchase office supplies. Includes supervising use of/requesting maintenance for copy machine.
- 5** Primary ministry assistant for Bible study classes & small groups. Maintain attendance records, order new materials as requested, maintain class binders, and other miscellaneous responsibilities.
- 6** Assist various ministries within church body as assigned by church administrator including, but not limited to, calendaring & events scheduling, churchwide email notifications, securing volunteers for weekly coffee, donut & Wednesday night meal service, and bulletin board updating.
- 7** Any and all other matters necessary to further the mission and purpose of the church.

Applicants may submit resumes to the church via email (scott@sanmarcosfbc.org) or through the church office.