

## CONCORD CHURCH

### Position Title: **PART-TIME RECEPTIONIST/SUPPORT STAFF**

**Position Summary:** Administrative support for Church Office Manager and Ministry staff.  
**Hours:** Part-time 20-24 hours/week

### PERSONAL RESPONSIBILITIES

- Maintain a personal life that honors Jesus Christ.
- Commit to fulfilling Concord's vision and mission.
- Maintains strict confidentiality regarding proprietary details of the church family.
- Adheres to all church policies and procedures as determined in the Constitution, By-laws, and policy manual.
- Maintains an effective professional demeanor at all times in greeting visitors, telephone, and mail communications.

### Examples of specific duties could include but not limited to

The Part-time Receptionist/Support Staff is responsible for reception duties and clerical tasks related to the church office. Professionally performs assigned duties as operating office equipment and associated software programs, researching/compiling/reviewing information and reporting, handling.

### Knowledge, Skills, and Aptitudes

- Confidentially manages incoming phone calls to the church office, offering assistance, directing calls, or taking messages.
- Receives and distributes mail, including emails to church inbox, handles deliveries, and processes outbound mail.
- Performs clerical duties for staff and others as assigned by the Office Manager.
- Posts weekly church service and class attendance in Planning Center and prints reports as requested.
- Maintains and orders supplies for the office, classrooms, communion, and kitchen.
- Maintains the Guest Services Desk by purchasing and assembling supplies/gifts.
- Assists in creating/updating current office procedures.
- Participates as needed in special events/activities/projects.

### MINIMUM QUALIFICATIONS

- Friendly disposition and cooperative attitude.
- Ability to sit for extended periods and perform moderate to physical labor; lifting 50 lbs.
- Ability to read and follow directions, open to learning new tasks.
- Strong knowledge of office equipment and essential operation of personal computers.
- Ability to independently plan and organize work with minimal supervision.

### Education and Experience

- High school diploma or equivalent.
- Planning Center experience is a plus.
- Minimum of 2 years' experience in an administrative capacity preferred or equivalent combination of training and experience.

***Please submit your resume and cover letter to Angela Scoby, [angels@concordchurch.com](mailto:angels@concordchurch.com).***

