Unity Presbyterian Church
Position Description for RECEPTIONIST

This hourly and non-exempt position is regularly scheduled to work 18 hours per week, generally Monday-Thursday in the church office from 8:30 AM to 1:00 PM. The Receptionist reports to the Financial Manager and works cooperatively with all members of the church staff.

Overview:
The Receptionist ensures that church members, friends, and visitors are welcomed and promptly cared for through telephone, email, door access, or in-person interaction. In addition, this position works to manage and organize the church office and work areas including equipment, supplies, and storage.

Core Attributes of Position:
The nature of this position is one of being very interactive and collaborative among pastors, staff, church members, and visitors. The spirit of this position is reflective in a positive, supportive, and "can do" attitude in dealing with the pressure of meeting multiple deadlines with no to minimum mistakes. The tools of this position include face-to-face interactions, door access control and E-space calendar systems, telephone, email, and other tools of communication and relationship building. This position will demonstrate a high level of confidentiality in handling information verbally, electronically, and in print. The individual occupying this position will be assessed on, at least, an annual basis related to their performance in the position.

Specific Tasks of Position:

1. Reception – Responsibilities include, but not limited to, being the lead receptionist, greeting all who arrive at the church office including using the door access control system to enable members and guests to enter the building, handling telephone calls, signing for packages, and the array of related daily activities.

2. Office Management – Maintain office equipment, second floor copier, and postage equipment, as well as ordering office supplies and, when necessary, coordinating service calls.

3. Support for Pastors and Staff – Help pastors and staff with various projects. Possible examples: folding and assembling the weekly bulletin, printing and preparing the newsletter and weekly devotions, etc. for mailing, producing mailing labels and coordinating bulk mailings, assembling community resource packs or new member notebooks, and creating or ordering nametags.

Skills Requirement:
In addition to the skills indicated by this position description, computer knowledge and use including proficiency with Microsoft products (Word, Excel, Outlook, etc.) and the Internet. Willingness to become knowledgeable about and skilled in the use of church office equipment, the REALM membership database, the door access control system, and the E-Space online calendar is also required for this position.

Physical Requirements:
Must have hand/eye coordination for use of office equipment – telephone, computer, printer, copier, scanner, and related equipment. Be able to walk through and around buildings for literature distribution, etc. as well as across campus for taking mail to the post office. On occasion, climb stairs, bend down to organize and store supplies, and carry items of moderate weight (paper, materials, supplies, etc.) – generally up to 15 pounds.

Approved by Human Resources Ministry Team – insert date.