Northern California Conference

**Job Description**

**DATE:**

**LOCATION:**

**STATUS:** FT/PT/Reg/Temp

**REPORTS TO:** Pastor

**Title:** Church Receptionist/Office Assistant

**Wage/Salary:** $

**ERI Category:**

**Job Code:** 201 **Salary Band:** B

**SUMMARY:** Receives visitors, guests and members as representatives of the church and performs general secretarial and clerical duties for the pastors and for certain church officers.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Answers telephone calls and forwards calls to appropriate church staff
2. Checks on phone, FAX and email messages as the first duty each morning and throughout the day and distributes messages to appropriate church staff
3. Retrieves mail and sorts in appropriate mail trays
4. Interact with visitors to the church office and answers telephone calls and emails in a friendly and professional manner
5. Maintain the church office in an attractive and professional manner at all times
6. Perform general office responsibilities
7. Manage sign-up lists as appropriate (e.g., flowers for the sanctuary, church events)
8. Maintain *strict* confidentiality of all church manners and membership affairs
9. Immediately report any on-the-job injury to the church treasurer or pastor
10. Perform other work related duties as may be assigned by supervisor

**JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

**Education and/or Experience**

A high school diploma or equivalent is required, and two or more years of college are preferred. Prior experience with receptionist or secretarial duties is preferred. Knowledge of office computer software is required.

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills**

Ability to add and subtract two-digit numbers and to multiply and divide with 10’s and 100’s. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Must possess the ability to deal with nonverbal symbolism and to deal with a variety of abstract and concrete variables.

**Other Skills and Abilities**

Computer literacy in programs such as Microsoft Word and Excel is necessary. Should be familiar with office equipment such as copier, adding machine, transcription, fax etc. Must possess skills in working with culturally and ethnically diverse groups.

**Physical Demands**

While performing the duties of this Job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. This job requires the frequent use of keyboard and mouse. The employee must occasionally lift and/or move up to 30 pounds. Assistance should be requested when lifting requirements exceed 30 pounds. Specific vision abilities required by this job include close vision, distance vision.

**Work Environment**

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort, with the noise level at a moderate tone. Work area is well lighted and ventilated. Overtime is never permitted without supervisor’s prior approval.

\* \* \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.