



## **JOB TITLE: Receptionist/Admin Assistant – Part Time (28 hours per week)**

### **OVERVIEW:**

The members of Living Word UMC believe the Receptionist/Administrative Assistant is a positive representative of this church in the large community, and as such the individual who fills this position must have the poise and appearance necessary to be a positive representative. The Receptionist/Administrative Assistant:

- As a Christian with a faith in God as Creator, Redeemer and Sustainer, shall have an abiding love and compassion for other human beings and an ability to communicate with others.
- Shall demonstrate a high priority of confidentiality and work discreetly with congregation members.
- Should have a strong background in organizational, administrative, and computer skills (Microsoft Office).
- Shall demonstrate the ability to work efficiently with volunteers.
- Should be able to multi-task while being attentive to details.

### **ACCOUNTABILITY:**

- Accountable to and under the overall supervision of the Executive Pastor

### **DUTIES AND RESPONSIBILITIES:**

- Greet and direct guests
- Answer phones and route calls
- Process incoming and outgoing mail and deliveries
- Order office supplies (paper, equipment supplies, ink cartridges, etc.)
- Maintain a neat and orderly work room
- Keep office kitchen area stocked with supplies
- Coordinate and manage maintenance of office equipment
- Schedule volunteers for Welcome Desk as needed
- Maintain Sunday Morning Attendance weekly in Shelby
- Create and maintain Visitors Report weekly
- Copy and mail Home Touch Newsletters weekly as well as a monthly Calendar of Events.
- Order The Upper Room books and keep Lobby kiosk stocked with current publications.
- Print and fold weekly Sunday bulletins
- Create, proof and maintain daily TV slides with current meetings, etc.
- Maintain Church Records (deaths, births, marriages, new members, baptisms, withdrawals and letter of transfers) manually
- Makes nametags as needed for Sunday morning Adult and Children volunteers
- Responsible for loading in slides and prayers for Sunday morning worship
- Responsible for scheduling multimedia volunteers on Sunday mornings
- Responsible for assisting the Director of Multimedia during worship services
- Other special projects and duties as assigned by the Executive Pastor and/or Director of Multimedia Ministries

### **GENERAL:**

- To be paid an hourly wage every other week on Fridays as determined by Leadership Board
- Scheduled working hours to include 4 hours on Sunday morning, 6 hours per day Monday through Thursday
- Time off as stated in the Living Word UMC Employee Handbook and coordinated with supervisor
- Part time position of 28 hours per week and is Non-Exempt