



# CORAM DEO

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## BIBLE CHURCH

### **JOB DESCRIPTION**

#### **Receptionist and Administrative Assistant**

**SUMMARY:** The Receptionist and Administrative Assistant will be the main person to greet visitors and manage their needs in person and on the phone, as well as provide clerical, organizational and technical support to the church ministries.

**REPORTS TO:** Biblical Soul Care Pastor

**STATUS:** Non-exempt/PT

**SUPERVISORY ROLE:** No

**QUALIFICATIONS:** This person must also be spiritually mature, humble, trustworthy, flexible, and detail-oriented with good interpersonal skills. In addition, this person must possess clerical, organizational, computer and graphic skills, and the ability to multi-task.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:**

##### **Receptionist**

- Welcome visitors by greeting them, in person or on the phone, answering or referring inquiries
- Direct visitors to the proper ministry personnel
- Maintain security for the office by connecting visitors with the proper personnel
- Maintain a clean, welcoming work environment that is inviting to visitors
- Organize, schedule and maintain a volunteer reception team that will assist during off hours

##### **Administrative Support**

- Assist Ministry Leader(s) by maintaining schedules, and preparing ministry correspondence
- Prepare monthly expense report and Visa statement reconciliation
- Maintain and update church wide and ministry databases, generating reports, as needed
- Assist with the planning, preparation, promotion and production of ministry events
- Order ministry supplies, as needed
- Collaborate and assist with other ministries, as needed
- Special projects, as assigned

##### **Communication Support**

- Maintain and update ministry webpage and kiosk(s)
- Maintain the current and timely communications to and from church members and outside vendors
- Coordinate ministry email communication
- Work with Graphics Department to organize materials for ministry related events

**IN GENERAL:** This person will do what is necessary to assist fulfilling the mission and initiatives of Coram Deo Bible Church.

This job description was updated in September 2019 and is subject to review and revision, as needed.