

Paradise Valley Church

JOB DESCRIPTION

TITLE:	Secretary/Receptionist	DATE:	July 15, 2021
WORK LOCATION:	Paradise Valley Church	REPORTS TO:	Senior Pastor
STATUS:	Part-time, non-exempt		

SUMMARY: Our church is looking to hire a friendly, resourceful, detail-oriented Office Receptionist. This position is the clerical and social media support for the pastoral staff. Duties include, but are not limited to; greeting visitors, answering incoming phones and emails, updating and maintaining church databases and church calendar. Assists with the church online presence. Provides assistance as needed to pastoral staff, office manager, and church treasurer.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Provides a warm, welcomed, and informed experience for visitors calling or walking into the office.
2. Supports pastoral staff by assisting with making phone calls, arranging meetings, sending reminders, as requested.
3. Works with the office manager to update and maintain church calendar of events and schedule use of facilities.
4. Works with office manager to keep church database up to date.
5. Works with office manager and pastoral team to keep church social media presence up to date.
6. Works with office manager to keep office supplies and equipment and maintain proper stock levels.
7. Assists pastors in monitoring and maintaining church policies.
8. Additional tasks as assigned by the Senior Pastor.

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Excellent computer skills preferred, and an ability to learn quickly on the job. Data entry of at minimum 55 wpm preferred.

The requirements listed below are representative of the knowledge, skill, ability required, physical demands and work environment.

Education and/or Experience

A two-year degree from an accredited college preferred, and/or 2 years secretarial/receptionist experience. High school diploma or equivalent required.

Language Skills

Ability to speak effectively and communicate appropriately and clearly with church staff and members and to the public. Must possess the ability to read and interpret documents such as safety rules, employee handbooks and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills

Ability to perform basic math and calculate percentages.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities

Proficient with personal computers and software packages including Microsoft Office. Must be proficient with social media. Must be able to maintain confidentiality and have the ability to make knowledgeable decisions and perform in a professional manner, even in stressful situations. Must have excellent customer service skills. Regular attendance is required.

Physical Demands/Work Environment

Duties of this job are done in an indoor office setting.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with arms; and talk and hear. The employee is occasionally required to climb or balance and stoop or kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Noise level in the work environment is usually moderate.

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