

Paradise Valley Church

Office Receptionist Job Description

Job Title: Office Receptionist/Admin Assistant **Date:** December 19, 2024
Status: Part-time, non-benefit eligible **Reports To:** Pastor
Wage: \$17 to \$23 per hour

Summary:

The Office Receptionist/Administrative Assistant duties will include greeting visitors, answering incoming phone calls, create weekly church bulletins, updating and maintaining our church database, calendar, and online presence, as well as provide assistance as needed to our pastoral and office staff.

Essential Duties and Responsibilities

Office Receptionist Responsibilities (include but are not limited to):

- Provide a warm, welcoming, and informed experience for visitors calling or walking into the office
- Provide pastoral administrative support (make phone calls, arrange meetings, send reminders, etc)
- Create weekly bulletin for Sabbath Church service, which may require collection collecting information to post in the bulletin
- Keep church calendar of events, and schedule use of facilities
- Keep church database up to date
- Keep social media presence up to date (upload weekly sermons, etc)
- Purchase office supplies and equipment as needed
- 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. The requirements listed below are representative of the knowledge, skill, ability required, physical demands and work environment.

Education and/or Experience

HS degree is required; Office work experience is a plus.

Language Skills

Ability to read and interpret documents such as safety rules, employee handbooks and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively.

Interpersonal/Communication Skills

Ability to deal pleasantly and professionally with customers, members, visitors, pastors, and the public. Ability to work with co-workers effectively. Must possess good

communication and team building skills and have the ability to work in a flexible, fast-paced environment.

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 possess good telephone and customer service skills. Regular attendance is required.

Physical Demands/Work Environment

While performing the duties of this job, the employee is regularly required to sit, walk, use hands to handle and feel, to reach with arms and the ability to talk and hear. Occasionally required to stoop, bend and climb stairs, Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

The employee is occasionally required to lift up to 25 pounds. The work environment is usually indoors with moderate noise levels.

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