

Job Description

Receptionist/Administrative Assistant

Primary Function

Serve as the church receptionist and office/administrative assistant. Act as a communication resource for the congregation and for others interacting with the church.

Responsibilities:

1. Answer the telephone, giving information requested, transferring calls or relaying messages
2. Greet and assist all those who come to office window
3. Handle mail, in and out
4. Assist the Pastoral Care by ordering flowers and sending out gift cards to families of new babies
5. Type and print communication media as requested
 - a. Weekly printing, folding, and distribution of bulletins
 - b. Print church directories as needed
6. Communicate policy to those who use the church facilities. Print our regular calendars and distribute to staff and others as appropriate
7. Provide scheduling assistance to the Counseling Department
8. Assist the Guest Services ministry with administrative support
9. Keep track of registrations for retreats, seminars, and other special events as requested
10. Assist with the mechanics of special events, as requested
11. Do administrative work for assigned ministries; mailing, typing, and other tasks as requested.
 - a. Create and execute systems to track attenders and members, providing useful statistics, graphs, reports, and data for pastors and ministry leaders.
 - b. Oversee the coordination and gathering of wedding information; dates, facilities, and resources
12. Complete computer reports and projects, as requested
13. Be the master technician of the office copiers, folder and facsimile; make photocopies, as requested by pastors, ministry leaders, and support staff
14. Keep the fax and copy machines stocked
15. Keep the reception area organized
16. Retrieve and process prayer requests
17. Schedule office equipment repairs as requested
18. Attend office team meetings as requested
19. Maintain the ACS database

Qualifications:

1. Committed to Jesus Christ and to fellow believers in the church and community
2. Member of Petra Christian Fellowship who embraces and supports its vision, teaching and leadership
3. Demonstrates biblical moral and character qualities
4. General office skills, including communication skills, pleasant telephone manners, typing proficiency, experience and proficiency with Word, Publisher, Excel, Outlook and general computer skills

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5. Detailed oriented, conscientious, well organized, highly motivated, and work with minimum supervision
6. Flexible, able to prioritize in multiple assignments
7. Maintain confidences at all time
8. Embraces a “team” approach to ministry
9. Reliable and responsible to the position by being on time and accomplishing tasks
10. Enjoys the reception type of work

Conduct Policy:

We believe our staff, pastors, and ministry leaders need to demonstrate Christian character and high moral values. The Scriptures give us instructions for holy living, such as found in Galatians 5:19-23. The use of illegal drugs, viewing of pornographic materials, sexual involvement outside of a marriage relationship and gay lifestyles are incongruent with the Christian standards of character and morality we promote. Our mission is to be a healing and safe place for all people; we support those in recovery and in transformation. For this reason we discourage the use of tobacco and alcohol.

Accountability:

Administrative Pastor

Term:

Staff position that is evaluated annually