

THE CHURCH OF Eleven22

Position: Receptionist for Central Office

Reports to: Operations Manager

Supervises: Receptionist Desk Serve Staff

Classification: Full-Time

Objective

The receptionist serves the body of The Church of Eleven22 by providing administrative support to Eleven22 staff, providing care for the Eleven22 congregation and leading the reception desk serve staff team.

Key Responsibilities

- Answer the central office phone, provide church wide information and direct calls with a positive and helpful spirit
- Follow Care protocol to assist those in need
- Review/respond/redirect calls via RingCentral and church voicemail system
- Welcome and direct visitors
- Maintain organized church office reception area and office supply room
- Accept deliveries and notify recipients of shipments
- Recruit, disciple and lead a healthy reception desk serve staff team
- Maintain office supplies for Central office
- Provide support to Operations Manager and preparations team as requested
- Various other duties as assigned

Competencies

- Ability to provide a joyful and welcoming atmosphere when people walk in the church office
- Strong communication (verbal and written) and interpersonal skills
- Ability to maintain authentic individual and team relationships
- Strong computer skills, proficiency in Microsoft Outlook, Word and Excel
- Excellent organization, time management and prioritization skills
- Spiritual maturity to encourage and pray with those requesting care
- Ability to use discernment to identify next steps when interacting with people requesting care
- Model The Church of Eleven22's mission, vision and core values
- Ability to adapt to change
- Ability to learn and utilize new computer software



Education & Experience

- One year of ministry experience (preferably in a Care role)
- Two years of receptionist/administrative support experience

Position Type/Expected Hours of Work

[ex. This is a full-time position. Days and hours of work are Monday thru Friday, 8:30 a.m. to 5:00 p.m.]

Position Type/Expected Hours of Work

This is a full-time, non-exempt position. Days and hours of work are Monday thru Thursday, 9:00am to 5:00pm and Friday from 9:00am-12:00pm.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and copy machines.

Physical Demands

This is a minimally physically demanding position and would require the ability to walk around the office, lift boxes, open filing cabinets and bend or stand as necessary.

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.