



THINK. LOVE. SERVE. LIVE.

**Position Title:** Receptionist/Scheduler

**Position Status:** Part time

**Reports to:** Facility Manager

**Position focus:** Receptionist and administrative support, as well as scheduling and event planning needs of the church

**Works cooperatively with:** Facilities and tech teams and other staff as required

**Primary Strengths Required:** Hospitality, Organization, Communication and Detail Oriented

**Responsibilities:**

- Greet walk-ins
- Answer phone
- Schedule room reservations, events and vehicles
- Coordinate contracts for events and weddings
- Coordinate with facilities and tech teams for events and weddings
- Keep church calendar updated
- Mail
- CD/DVD
- Office inventory
- Maintain postal and copy machines
- Other responsibilities as assigned by supervisor

**Compensation:** 26-30 hours per week