

RECEPTIONIST

KSC Ministries Job Description
Part-Time Position (Thursdays / 9:00am – 4:00pm)
January 2024

PURPOSE:

To provide an inviting and cheerful greeting to all who contact King Street Church for information and assistance; offer support to the office clerical staff.

DUTIES / RESPONSIBILITIES:

- Welcome walk-in visitors, answer phone, distribute mail and donations as directed.
- Respond to financial requests for help (phone calls and walk-ins).
- Complete printing, folding and stuffing of worship folders as needed.
- Print upcoming week's church calendars and distribute to maintenance/custodial staff.
- Distribute loaner keys as required.
- Update database and calendar as required.
- Prepare and send email reminders as required by staff or co-missions.
- Maintain church calendars with approved events; knowledgeable of church activities.
- Maintain list and accept payments for events and activities.
- Advise appropriate staff of reported illnesses, personal concerns or deaths.
- Set up and run church printing projects as requested.
- Other general tasks as assigned.

QUALIFICATIONS:

- Experience in working office environment.
- Ability to interact with individuals who call or come to the office in a pleasant manner; as well as with the office staff.
- Ability to manage a variety of tasks from various individuals.
- Must be proficient in using Microsoft Word, Excel, Email and Text Messaging.
- Good verbal and written communication skills.
- Gifted in people skills, leadership, administration, encouragement and a team player.
- Growing relationship with Jesus Christ.
- In agreement with and will adhere to the Governing Documents of the United Brethren in Christ denomination.

ACCOUNTABILITY:

- This part-time position reports to the Business Manager and is accountable to the KSC Board of Administration.