**THE POSITION**

The Administrative Assistant/Receptionist position is responsible for day-to-day functions in the church office while assisting the staff of the leadership team in administrative tasks.

**QUALIFICATIONS OF CANDIDATE**

* Express and live a personal relationship/walk with Jesus Christ
* Exhibit a Christ-centered, passionate, friendly, and enthusiastic spirit in working with others
* Desire to *“Follow Jesus and Lead Others to Him”*
* Working knowledge of over-all office practices and equipment
* Demonstrates ability to work well with others, prioritize tasks, work under pressure, meet deadlines
* Self-motivated, highly organized with strong ability to multi-task
* Exhibits excellent verbal and written communication skills
* Utilizes excellent computer and clerical skills - and proficient in use of Microsoft Office software

**KEY MINISTRY RESPONSIBILITIES**

* Provide a good first impression of Community Church to all who enter the reception area and assist visitors with their requests
* Maintain a high level of confidentiality and discretion in all church and staff matters
* Answer phones, retrieve voice mail messages and forward messages as necessary
* Create weekly announcement slides and church email
* Prepare and update forms (paper and online) used by the church as needed
* Print and copy materials needed for staff and groups within the church and for special events
* Support staff with weekly needs and projects
* Monitor and respond to email and fax communications
* Order office, church, and worship supplies
* Receive, sort, and distribute incoming mail and deliveries - and handle outgoing mail
* Attend and take minutes at weekly staff meetings, and others as needed
* Manage and document information on membership
* Manage and update CCB (church data management software)
* Coordinate facility usage requests and manage church calendar
* Oversee administrative/reception volunteers

**TERMS OF EMPLOYMENT**

* Position is 30 hours per week
* Adherence to and keeping the qualities and characteristics of CUMC employees, as defined by the Staff Handbook
* The Administrative Assistant/Receptionist reports directly to the Lead Pastor
* Ability to pass Safe sanctuary policy and training with full background checks, including but not limited to Act 33/34 and FBI Clearance and other training as deemed necessary

**JOB EVALUATION**

An annual evaluation process will be in place to assess effectiveness as well as discern how to best resource this person for her/his ministry. Employee is assigned a SPRC representative as a liaison.