

POSITION:

Student Ministry Office Receptionist

JOB DESCRIPTION:

To increase the effectiveness of Green Acres' efforts in fulfilling the Great Commission by assisting the Student Ministry Office Administrator and other Student Ministry staff with clerical, organizational, and administrative responsibilities for the Student Ministry.

SKILLS AND QUALIFICATIONS:

- Must have a pleasant telephone and personal demeanor and an ability to greet guests in an appropriate manner
- Must be able to answer phone and transfer calls
- Must have proficient skills in Microsoft Word, Outlook, Publisher, Excel, and a willingness to learn the church database
- Must have proficient spelling and grammar skills
- Must be able to problem-solve and work independently with minimal supervision
- Must be detail-oriented
- Must be a "team player"
- Must be able to work with confidential information and sensitive issues in a mature manner
- Must be open-minded and able to adjust priorities in response to unanticipated events

DUTIES AND RESPONSIBILITIES:

- Serve as the receptionist for the Student Center
- Direct guests to the appropriate meeting room, activity, or staff member and answer general questions guests may have
- Be familiar with church campus and activities to assist members/visitors regarding church activities

GREEN ACRES BAPTIST CHURCH
1607 TROUP HIGHWAY
TYLER, TX 75701

- Assist with general administrative office duties including Attendance of members and guests
- Assist Office Administrator in ensuring that office and classrooms have appropriate supplies
- Assist with process and posting of mail for Student Ministry
- Receive and process registrations, medical releases, and other online information from students and parents to prepare for upcoming events
- Order supplies for meetings and events; assist Administrator with meeting preparation and execution
- Assist with special projects in preparation for events and programs at the Student Ministry building
- Accept any other responsibility assigned by the Student Pastor, Associate Pastors to Students, or Office Administrator
- Assist Administrator with trip meetings and trip load-ins