

Country Club Christian Church Job Description

Position Title: Receptionist and Administrative Assistant

Position Purpose: To enhance the ministry of the church by providing reception duties and administrative support that encourages communication, teamwork, efficiency and accurate record-keeping.

Reports To: Director of Administration and Executive Assistant to the Senior Minister

Hours: Part Time 2:30- 5:00 Mondays through Fridays

Qualifications:

- Customer service oriented and pleasant, welcoming demeanor
- Effective communication and relationship-building skills
- Attention to detail, ability to multitask and work collaboratively
- Education or experience working in an administrative setting preferred
- Knowledge of and/or experience with multi-line phone systems, computer skills, Google gmail, documents and sheets preferred.
- Experience with or ability to learn church systems and procedures
- Understanding and values alignment with the mission of the church

Responsibilities:

1. Receptionist

- Answer incoming calls, greet visitors, and communicate with staff as needed
- Locks entry door at the end of the office hours

2. Provide administrative support to Ministry areas of the Church, as directed

- Maintain staff and member confidentiality and handle sensitive information with integrity and confidentiality
- Folds bulletins for Sunday services
- Update Fellowship One (congregational) records
- Prepare clipboards & money bags for services
- Put out attendance sheets for Sunday School and evening classes
- Other assignments as directed

To apply: Send resume and letter of interest to Michelle Herman michelleh@cccckc.org.