

FLORENCE CHRISTIAN CHURCH JOB DESCRIPTION— OFFICE ASSISTANT

FLORENCE CHRISTIAN CHURCH (DISCIPLES OF CHRIST)

300 Main Street
Florence, Kentucky 41042
(859) 647-5000, ext. 1

MISSION STATEMENT

Florence Christian Church (Disciples of Christ) celebrates God's Welcome Table of abundant love, grace and acceptance.

POSITION TITLE—Church Receptionist

Reports to: Office Manager

Employment Status:

- Part-time, Non-exempt
- Paid holidays as outlined in our personnel policy. This position is not eligible for short-term disability, paid time off, health or retirement benefits.

Position Description: The part-time Church Receptionist serves Florence Christian Church and its staff by providing phone and receptionist duties and various administrative/clerical duties.

Essential Duties and Responsibilities:

1. Reception

- Greet and welcome all who enter the church office.
- Answer and screen all incoming calls, routing them to the appropriate departments when available and taking messages as needed.
- Answer information requests and fill out the necessary paperwork.

2. Clerical

- Respond to all mail and email correspondence as needed and direct mail to the appropriate staff member or church leader as necessary.
- Maintain an orderly and clean office and filing system.

3. Administrative

- Maintain all office equipment.
- Order communion supplies and purchase communion bread from bakery as needed.
- Order Chancel flowers, prepare dedications and collect payments.
- Prepare Church Clerk Membership Report for board meetings.
- Prepare and process visitor letters, maps and gift bags.
- Shop for supplies and report income for the soda machine.
- Coordinate vehicle usage, vehicle maintenance and info on drivers and insurance. Coordinate drivers and maintain schedule for Monday Mall Runs.
- Database entry under the supervision of the Office Manager

Qualifications and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be familiar with and committed to the church's mission and message.
- Be professional in manner and appearance, work with integrity and maintain confidentiality.
- Be able to work at a fast pace and stick to weekly deadlines.
- Be a self-starter with a keen eye for detail.
- Able to anticipate, initiate and complete tasks with minimal supervision. Ability to work both independently and under the supervision of the pastors or other staff.
- Courteous and tactful with church members, especially in times of grief and crises in their lives.
- Be an able and willing member of the church team.
- Able to do light bookkeeping.
- Able to communicate effectively both verbally and in writing.

Education and Experience:

- High School diploma or GED equivalent required.
- At least two years clerical or administrative experience.
- Computer skills (Microsoft Word, Excel, email, church database and financial software)

Work Environment:

- Time is spent in church office, divided between clerical duties and attending to staff and church members' needs.
- Must be able to multi-task and meet regularly weekly duties.
- Work week is 15 hours. (Schedule to be determined.)