



RECEPTIONIST Job Description

The vision of Covenant Church is to build a community to reach a community. We are committed to being missional, relevant, accessible, relational and transformational. We strive to be a place known for what we're for instead of what we're against, a safe place for people to explore and discover the greatness of God.

The Receptionist, under the direction of the Business Director, provides an initial point of contact for those calling the church office or walking through the front doors of the church during the week. They also provide administrative support as directed. This is a morning part-time position (avg. 20 hrs. per week). Occasional nights/weekends may be required.

Position Responsibilities to Include (but not limited to):

- Act as the first point of contact for visitors and callers.
- Handle Accounts Receivables.
- Assist with Data Base Entry and Maintenance.
- Provide Support to Staff & Volunteers as needed.

Core Qualifications:

- A clear testimony of faith in Jesus Christ and a passionate, evident relationship with Him.
- Consistent spiritual and moral character and lifestyle.
- In heart and deed, affirm Covenant's statement of faith, and be committed to the direction (Mission, Vision and Values) of Covenant and its leadership.
- High school diploma or equivalent
- Excellent verbal and written communication
- Flexibility and ability to prioritize and handle multiple tasks in a fast-paced environment
- Self-motivated, well-organized and detail-oriented
- Ability to handle confidential information
- Strong phone skills; comfortable working with multi-line system
- Customer/Guest focused; ability to create a welcoming environment
- Proficiency with MS Office including Word, Excel, PowerPoint and Outlook
- An attitude and commitment to kindness