

## FRONT DESK RECEPTIONIST/ADMINISTRATIVE ASSISTANT

The front desk staff is a welcoming presence in our office for people coming into our building or calling the church on the phone. Their primary role is to be friendly, warm, and knowledgeable of what is happening at First Free. Additionally, this person will support other staff with administrative help as assigned and/or needed. This is a part-time position working four afternoon shifts per week (M-Th) and reporting to the communications director.

### Requirements

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#### Maturing Disciple

- Growing love for God: marked by love for his Word, prayer, and obedience.
- Growing love for the body: marked by unity, service, and submission to the authority of the church.
- Growing love for the lost: marked by prayer for, relationships with, and evangelism of unbelievers.

#### Administrative Qualities

- Close attention to detail and strong organizational skills.
- Comfortable with technology and willing to learn new skills and software as needed.
- Collaborates with others to advance the mission of the church.
- Communicates in a clear and compelling way, both in person and in writing.
- Hospitable; welcomes others well and shows interest in others.
- Self-starter; internally motivated to diligently work and achieve success.
- Life-long learner, teachable, and humble.
- Relational with strong interpersonal skills and able to connect with a wide range of people.
- Self-aware and aware of the people around them.

#### Aligned with First Free's Mission and Vision

- A member of First Free living according to the Membership Covenant.
- Full agreement with the EFCA Statement of Faith as explained in *Evangelical Convictions*.
- Committed to the mission and philosophy of ministry as expressed in the Ministry Map.

### Responsibilities

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- Welcome visitors and answer phones, connecting them to the appropriate people and information.
- Assist those seeking benevolence assistance by explaining the process and receiving applications.
- Assist with daily outgoing mail preparation and incoming mail distribution to staff.
- Prepare written correspondence as needed.
- Keep office kitchen area neat and organized.
- Provide administrative support to staff as assigned.
- Utilize Microsoft Office software including Outlook, Word, and Excel as needed.
- Utilize our church management software, CCB, to assist staff and congregants.
- Attend monthly all-staff lunch and meeting.
- Participate in church life by regularly attending worship services and Members Meetings.