

Part Time Executive Administrative Receptionist

Job Description

Revised March 2026

The Executive Administrative Receptionist

General Description

The position of Executive Administrative Receptionist is a part-time (16-28 hours per week over 4 days, 9AM-1PM up to 9AM-4PM). This is an Administrative Staff position without eligibility for benefits. The position provides support to and works at the direction of the ministry staff.

Organizational Relationships

Reports to the Office & Facilities Manager (OFM) as a member of the operations department. Works primarily with pastoral staff as executive support.

Key Responsibilities

Includes receiving visitors and members during working hours as well as providing executive assistance to the pastoral staff, enabling the pastors and staff to achieve their objectives.

Skills Required

- Answer and transfer calls
- Computer competent able to learn new apps/software in order to achieve objectives
- Work with technologies such as copier (Konica Minolta) and laminator
- Pleasant and engaging personality
- Ability to manage and discern priorities

Duties for Welcoming and Hospitality

- Greet church guests and prospective Preschool parents
- Give tours, offer beverages, provide information
- Anticipate need and purchase supplies for office, worship and breakroom
- Support church ministries as needed such as facilitate welcome center on Sunday
- Assist where required with fellowship event supply, purchase, and communication
- Send letters/emails to worship & event guests
- Engage calls and walk-ins and discern which staff, ministry leader, or church officer to refer
- Prepare and distribute Guest Packets

Duties as Executive Admin

- Answering telephone, transferring calls or taking messages
- Assist with scheduling for pastoral staff
- Prepare materials for education and training events/classes
- Prepare church-wide mailings (1 to 4 times per year)
- Provide ministry or pastoral staff with executive admin support, which may include scheduling, preparing monthly credit card statements, research assistance, and other duties as needed.
- Preparing sanctuary seat backs for Sunday worship
- Use Planning Center Online / People-software to:
 - Input weekly attendance for worship service including visitors
 - Run reports to use in contacting guests
 - Update member contact as well as membership status and baptism information
 - Provide elders with reports regarding membership attendance

Other duties as assigned

Personal Characteristics

- Reliable, job requires being onsite to perform most tasks, must show up on time
- Mature follower of Jesus and an active member of a Christ-centered church
- Affirms the authority of and submission to the Scriptures
- Agreeable to and supportive of Reformed and Presbyterian doctrine
- Able to maintain confidentiality as required

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