

Part-Time Receptionist
St. Andrew's Episcopal Church
Job Description

Summary

The Part-time Receptionist, under the supervision of the Parish Administrator and Rector, provides general office assistance to the parish, staff, and congregation to support the ministries and mission of St. Andrew's. The Receptionist is a resource person for both members and non-members. Access to confidential personnel and pastoral information will require discretion and clear boundaries. Therefore, a high level of professionalism, quality work, and courtesy is always expected.

Qualifications

- Must have, as a minimum, a high school diploma or GED equivalent.
- Must have at least one year clerical experience.
- Bi-lingual ability (Spanish and English) preferred.
- Must accurately type a minimum of 40 to 50 words per minute and have excellent grammar and spelling skills.
- Must possess a valid New Mexico driver's license with a satisfactory driving record.
- Must have experience with office practices and procedures.
- Must have experience with Microsoft Office and the Google Suite.
- Must be able to learn other programs (such as ParishSoft).
- Must be capable of facilitating social media as needed by the church.
- Must pass all required background checks (criminal, sexual offender)
- Must complete required SafeChurch training within one month of being hired with a small monetary bonus upon completion.

Position Responsibilities

- Answer phone calls and offer assistance, information, etc. as needed, including taking messages when appropriate.
- Greet all visitors to the office and assist or direct them as appropriate.
- Operate the copier and make copies as required.
- Send out notices, letters, and thank you notes as required.
- Assist with assembling weekly worship bulletins and monthly *The Word* newsletter.
- If there is a church-owned receptionist computer, maintain computer and hard copy files, backup computer on jump/flash drive monthly.
- Update the calendars and calendar boards in the office.
- Update the Google Calendar in consultation with the Parish Administrator.
- Update and maintain the church website in consultation with the Parish Administrator.
- Keep mailing labels and Church Directory for the parish updated in consultation with the Parish Administrator. These changes will require knowledge of ParishSoft software.
- Search for and print thematic coloring/activity sheets to put out for Sunday. Make sure there are sufficient baggies of crayons.

- Maintain the confidentiality of files, information, and personal matters (including, but not limited to, clients who come for assistance, parishioners or others who come for pastoral counseling, privileged information about employees).
- Complete all other tasks as assigned by the Parish Administrator. Any concerns about these duties should be taken before the Rector or Senior Warden.

Note: This description is not intended to include all responsibilities, as additional duties may be assigned, and existing duties may be adjusted at any time.

Employee Information

Hours: 16 hours/week. Schedule to be determined in collaboration with the Rector and Parish Administrator. Additional compensated hours may be necessary during peak church holiday seasons.

Compensation: \$15.00/hour depending on experience and qualifications.

Status: Regular Part-time. Non-exempt.

I have read and received a copy of my job description. I understand this job description overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with the Parish Administrator and/or Rector.

Signature

Date

Revised: 4/23/24 8:09 AM