**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Church Receptionist**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Job Overview

The Church Receptionist’s position receives visitors, guests and members as representative of the church and performs general secretarial and clerical duties for the pastors and for certain church officers. The receptionist should have knowledge of church policy and organizational structure, a high level of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the pastoral staff. Work is performed with limited supervision. Responds to own supervisor. Assignments are fairly routine and performed essentially independently, referring problems, concerns, etc., to supervisor for help.

Essential Job Functions

The church secretary’s responsibilities include, but are not limited to:

* Answers telephone calls and forwards calls to appropriate church staff
* Checks on phone, FAX and email messages as the first duty each morning and throughout the day and distributes messages to appropriate church staff
* Retrieves mail and sorts in appropriate mail trays
* Interact with visitors to the church office and answers telephone calls and emails in a friendly and professional manner
* Maintain the church office in an attractive and professional manner at all times
* Perform general office responsibilities
* Manage sign-up lists as appropriate (e.g., flowers for the sanctuary, church events)
* Maintain *strict* confidentiality of all church manners and membership affairs
* Immediately report any on-the-job injury to the church treasurer or pastor
* Perform other work related duties as may be assigned by supervisor

Knowledge and Skills

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Ability to add and subtract two digit numbers and to multiply and divide with 10’s and 100’s. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Must possess the ability to deal with nonverbal symbolism and to deal with a variety of abstract and concrete variables.

Computer literacy in programs such as Microsoft Word and Excel is necessary. Should be familiar with office equipment such as copier, adding machine, transcription, fax etc. Must possess skills in working with culturally and ethnically diverse groups.

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Education/Experience

* A high school diploma or equivalent is required
* Two or more years of college are preferred
* Prior experience with receptionist or secretarial duties is preferred
* Knowledge of office computer software is required.

Physical Requirements

* Must be able to read, speak, hear and write.
* Must be able to effectively communicate both orally and in writing.
* Occasionally required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms
* Frequent use of keyboard and mouse
* Occasionally lift and/or move up to 30 pounds (Assistance should be requested when lifting requirements exceed 30 pounds)
* Specific vision abilities required by this job include close vision, distance vision.
* Must be able to sit for long periods of time.

Working Conditions

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort with the noise level at a moderate tone. Work area is well lighted and ventilated. Overtime is never permitted without supervisor’s prior approval. Position does not require travel, either local or out of the area.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**