

## **First Lutheran Church Job Description**

**Title: Receptionist**

**Reports to: Pastor/Administrative Assistant**

**Summary of Responsibilities:** To support the mission of First Lutheran Church by providing administrative help in receptionist duties. Coordinate and type bulletins and weekly power point presentations. Help coordinate volunteers and activities.

Expected to consistently model attitudes and behavior congruent with First Lutheran's mission, vision, and values. Must respect the concerns of the congregation and other staff and serve in an honest and helpful manner. Will maintain confidentiality of all information.

### **Essential Duties and Responsibilities:**

- Assemble information for, and type bulletins, including announcements
- Assemble and put information into Power Point presentation for worship services
- Assist Administrative Assistant
- Assist with Mailings
  - Newsletter
  - Visitor letters
- Answer Telephone
- Help with Volunteer Coordination
  - Arranging: musicians, coffee servers, greeters, communion assistants, readers, nursery attendants, Assisting Ministers, ushers, welcome center attendants
- Mailing of bulletins to Nursing Home
- Run Errands
- Help prepare sanctuary for weekly worship
- Update email addresses
- Sending out duty reminders
- Email announcements weekly
- Copy children's bulletins
- Mail Servant Keeper records
- Assist in getting supplies for kitchen, office etc.
- Type minutes of meetings when necessary
- Assist with funeral preparations
- Attend weekly staff meetings
- Help with volunteer programs (print lists, labels, letters etc.)
- Other duties as needed

### **Education and Experience:**

- Requires a high school diploma and 0-2 years experience in a related area.
- Proficient in Word, Excel, and Outlook Express
- Excellent interpersonal and written and verbal communication skills, friendly, courteous, cheerful personality.
- Ability to handle confidential information.
- Ability to prioritize and organize work
- Team player

**Work Environment:**

Job requires periods of sitting, typing and telephone calls. Occasional evening and weekend hours.

**Employer's Rights:**

This job description does not list all the duties of the job. Additional duties may be assigned at any time. You will be evaluated in part based on the tasks listed in the job description. The employer has the right to revise the job description at any time.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Receptionist 11/30/2007

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