

Church Administrative Assistant and Receptionist

Accountability:

Report directly to Aubrey Whipps, Lead Administrative assistant.

The ability to maintain confidentiality is crucial to all positions.

Ability/Skills needed:

The applicant must be comfortable working with computers and technology. Proficient in Microsoft Office and Google Suite and the ability to learn new computer skills and other programs quickly. A willingness to be helpful with office equipment, great phone skills, and a pleasant phone disposition. The ability to say “No” when we cannot help with requests and manage multiple tasks simultaneously. Applicant must be a detail-oriented person who communicates well.

Job Description:

- Answer phone and voicemails, greet/assist walk-ins, and inform Pastors when their appointments have arrived.
- Print and proofread materials and help with assistance where needed.
- Sell tickets for any upcoming events.
- Make sure mail goes out daily.
- Assist with financial requests and give information to the Financial Assistance Committee.
- Assist and work with the wedding coordinator in planning weddings.
- Assist pastors with planning funerals.
- Maintain databases: Text in Church for Hospitality and Visitation Teams, Leader Team, and Legacy Builders; ACS; Planning Center (for event registrations), and Constant Contact for emails.
- Update the Visitation spreadsheet with the Visitation team’s report through the text of their visits.
- Coordinate Sunday Hospitality Team (Greeters, Info Center, Communion).
- Schedule Hospitality Teams. Send regular reminders. Find substitutes. Onboard new team members.
- Assist Pastor Greg as directed – calls, scheduling, etc.

Hours:

29 Hours/Week: Monday-Thursday and Sunday AM

If interested, please submit your resume to Aubrey Whipps at awhipps@hpcc.cc