



Position Description | Receptionist

Reports to: Connections Director

Position Summary: The Part-Time Receptionist provides a welcoming and professional first point of contact for visitors, members, volunteers, and people from the community who are engaging with Fair Oaks Church. This position supports the mission of Fair Oaks Church by ensuring hospitable and smooth front desk operations, handing incoming calls, emails, walk-ins, and providing general administrative support to staff as necessary.

Responsibilities

- Greet and assist visitors, members, volunteers, and people from the community in a warm and professional manner.
- Answer, screen, and direct phone calls – take accurate and detailed messages.
- Monitor the front desk area, and cameras, for security and hospitality purposes.
- Manage incoming and outgoing mail, deliveries, and packages.
- Maintain front desk, reception area, main entrance doors and area so that they are clean and orderly.
- Provide clerical support such as data entry, filing, photocopying, scanning, and correspondence.
- Assist other administrators with scheduling, maintaining calendars, and submitting forms as requested by supervisor.
- Manage Deacon's Fund communication and intake.
- Assist with volunteer and member check-ins as needed.
- Work with volunteers who assist with coverage and additional needs at the front desk.
- Participate in staff meetings when appropriate (as determined by supervisor) and ongoing collaboration with the Facilities team.
- Any other duties and responsibilities as assigned by their supervisor.

Required Qualifications

- Has an authentic and growing faith in Jesus Christ.
- Active participant in the community and life of Fair Oaks Church.
- High school diploma or equivalent.
- Prior experience in reception, customer service, or administrative support preferred.
- Excellent interpersonal and communication skills (in-person, phone, and written).
- Strong organizational skills with attention to detail.
- Must be able to handle sensitive information with professionalism and confidentiality.
- Ability to manage multiple tasks and prioritize effectively.
- Proficiency in Microsoft Office and comfort with databases and digital systems.
- Must be able to work independently and as part of a team.
- Uphold Fair Oaks Church's values and interact respectfully with diverse populations, including program participants, staff, and volunteers.

Work Schedule

- Tuesday through Friday, 10 am to 3 pm daily

Job Status

- Part-time; hourly. (\$17-\$20 per hour depending on experience)

To Apply

- [Apply HERE](#)