

The Kirk Presbyterian Front Desk Job Description

The Kirk Presbyterian, a confessionally reformed church committed to the proclamation of the Gospel of Jesus Christ, seeks a 20-hour per week position to begin immediately.

Position Description

The front desk attends to a vast assortment of office and administrative duties, but includes general office management, receiving and processing, as well as some supply and facilities management. The church receptionist serves beneath the church officers and pastors, but alongside the various staff positions within the church, especially the business administrative assistant.

Essential Duties and Responsibilities

- Warmly greets and receives all visitors and members to the church throughout the week, serving as the primary contact for the church and seeking to help persons with their inquiries.
- Screens and processes all incoming correspondence (mail, calls, emails, text, etc.), routing them to the appropriate pastoral, church officer, and staff positions.
- Maintains an orderly and clean office and filing system, coordinating with the cleaning staff about their weekly schedule.
- Straightens up the public areas of the church (the sanctuary, kitchen, etc.) after use to ensure orderliness.
- Manages the church's online Google calendar, accounting for all holidays, and works with the business administrative assistant with the Subsplash calendar.
- Finalizes and publishes church media, such as the weekly church bulletin (print & online versions), the monthly prayer card, and various church committee documents.
- Processes visitor information into a database of members, and sends notices and acknowledgements of important church meetings and events.
- Works alongside business administrative assistant and church treasurer in processing church giving by specifically accounting for regular donations, making deposits into the church's accounts, and printing annual contribution statements
- Oversees church staff and member files and maintains confidentiality on all information contained therein.
- Manages office supplies, tracks inventory, and coordinates for more as needed.
- Sets up food for monthly officer meetings
- Attends weekly staff meetings and reports crucial information such as percentage of monthly giving, Sunday's attendance, and other office/business information.

Required Knowledge, Skills and Abilities

- Must be able to work at a fast pace and stick to weekly and monthly deadlines.
- Must be a self-starter with an innovative approach to administration and a keen eye for detail.
- Must be committed to the church's mission and message, comfortable with a wide range of individuals, able to work and comfort those from all walks of life.
- Must be courteous and tactful with church members and visitor, especially in times of grief and crises.
- Must exercise exceptional judgment in dealing with sensitive and personal issues.

- Must be able to handle bookkeeping with the assistance of church treasurer and outside professional help.
- Must be able to prioritize concerns with sometime little guidance and minister on behalf of pastoral, church officer, and staff until they become available.
- Must be comfortable working with technology, able to maintain the website and work with general data processing duties.
- Must be an able and willing member of the church team, able to communicate effectively both verbally and in writing.

Education and Experience

- High school diploma or GED equivalent required.
- Associate's degree or Bachelor's degree recommended.

Religious Commitment

As serving a part of a confessionally reformed religious organization committed to the proclamation of the Gospel of Jesus Christ, this person, in addition to maintaining their membership in good standing at a particular local church, must agree to and profess a statement of faith that is comparable to that of the Kirk. The official statement of faith of the Kirk is the Westminster Confession of Faith (<http://bit.ly/3luM1yK>), maintained by our denomination.

Work Environment

Much of day is spent in a church office, divided between administrative duties and attending to parishioners' needs. The church receptionist will have to multi-task while still meeting regular scheduled duties. The recommended work week is from Monday through Friday, with Saturday through Sunday off, though an applicant may propose an alternative schedule to be approved.

Compensation

Wages are \$18 to \$20/hr for 20-hours per week, 15 days leave per year, specified as 10 for vacation and 5 for sick/personal.

Contact Information & Application

To learn more about the Kirk Presbyterian, its history and staff, please visit our website, kirkpca.org or contact us at frontdesk@kirkpca.org.