



Front Desk Administrator in central Naperville, IL

Are you looking for a part-time role where you can use your administrative gifts to support the Church? Are you a highly organized person with the ability to provide a welcoming and friendly environment at the front desk? If so, we want to hear from you! We are hiring a part-time Front Desk Administrator for Good Shepherd Lutheran Church.

Reporting to the Operations Executive Director, this position will provide a welcoming first impression to everyone who enters the church. This role will support the Church's leadership team by performing a variety of administrative work.

Position Summary:

Job Location: This is an on-site position in central Naperville, IL.

Hours: 20 hours per week Monday- Thursday with Mondays 9AM- 2PM being a required shift.

Compensation: This is an hourly position and the rate of pay is \$17.50-\$19.00 per hour.

Benefits:

- Paid time to include holidays, vacation days, personal days, and sick time.
- Discounted tuition at the Good Shepherd Preschool.

Organization Overview:

Good Shepherd Church is focused on serving the spiritual needs of our local community and on leveraging the time, talents and financial resources of people in this area to help others in our community, across the nation and around the world. Good Shepherd has over 20 employees and about 700 active members who attend services weekly. They also have over 15 different ministries to connect with members of the church ranging from children, teens, and adults as well as focused ministries such as grief support and mental health awareness. In addition, Good Shepherd has a preschool focused on early education for children 2.5-5 years old. To learn more about our church, please visit us at gshepchurch.org.

Responsibilities:

- Greet and interact with staff, volunteers, and visitors in a friendly, welcoming, and professional manner at the church's front desk for 20 hours per week; answer questions in person, phone, or email and direct individuals to the appropriate resource.
- Open and lock up the church at the beginning and end of standard office hours
- Assist in managing the Senior Minister's and Operations Executive Director's, calendars of internal and external meetings, appointments, and events, while protecting designated time.
- Support various operational areas such as special events coordination (e.g., weddings, funerals, staff meetings, etc.) and facility scheduling
- Manage Realm database in order to track ministry groups, event registrations, and church membership information; provide information to others and prepare reports as requested
- Complete administrative projects including filing, faxing, scanning, and assisting and training others with standard office equipment and processes
- Produce and distribute correspondence through phone calls, emails, letters, faxes and forms

- Create, print, collate, assemble, print and mail documents
- Assist in ordering lunch at special staff meetings
- Create name tags and door signs
- Maintain all workrooms, supply areas, and other assigned areas stocked, organized, and functional (e.g., copiers, postage machine, and other office equipment)
- Be a point of contact for printer issues
- Assist in booking rooms, managing requests, ordering supplies, etc.
- Attend appropriate staff meetings

Requirements:

- Associate degree preferred
- 3 years of administrative duties preferably in a church or ministry environment
- Executive Level Administrative Support or experience working with management level
- Growing personal relationship with Jesus Christ and a passion to share the Gospel
- Understanding and commitment to the mission and core values of Good Shepherd Lutheran Church
- Welcoming, friendly demeanor when greeting and assisting others
- Strong organizational skills, prioritization skills, and attention to detail
- Excellent verbal and written communication skills via phone, in person, and digitally
- Demonstrated proficiency in Microsoft Office, Google Docs, Canva, and database management systems (i.e., Realm)
- Ability to answer a multi-line phone system
- Ability to work as part of team with shifting priorities

To Apply: If you are interested in part-time role using your gifts to help serve the Church, we want to hear from you! Please apply at <https://goodshepherdlutheranchurch.recruitpro.com/jobs/310457-52808.html>

Good Shepherd Lutheran Church is an equal opportunity employer

Key Words: Ministry Coordinator, Ministry Administrator, Front Desk Coordinator, Administrative Assistant, Admin Assistant, Receptionist, Church, Ministry, AA, Administrative Coordinator, Reception Admin