

JOB POSTING

FRONT OFFICE RECEPTIONIST

Reports To: [Executive Pastor]

Position Type: [Full or Part-Time]

At First Baptist Church of Hot Springs, we believe God calls us to something greater than routine. This isn't just a place to work—it's a place to grow, to serve, and to be part of something that matters for eternity.

We are seeking a high-capacity, mission-minded **Front Office Receptionist** to support our entire pastoral leadership team. This key position is ideal for someone who thrives in a fast-paced, Christ-centered environment and finds joy in using their gifts to serve others with excellence.

Why First Baptist Church?

At First Baptist, you'll be part of a team that:

- Lives out a passion for loving God, loving people, and making disciples.
- Works together with humility, purpose, and integrity.
- Values creativity, collaboration, and joyful service.
- Makes a daily impact in the lives of people—from ministry leaders and staff to volunteers, members, and guests.
- Encourages spiritual growth and professional development in a grace-filled environment.

This role offers a front-row seat to ministry and the chance to be the hands and feet of Jesus every day. You'll support ministry efforts that reach hundreds, work closely with leaders who love the Lord, and be part of a vibrant church family committed to advancing the Kingdom.

What You'll Do

- Provide high-level administrative and scheduling support for the entire church.
- Serve as a communication hub between staff, church members, ministry teams, and deacons.
- Manage calendars, meetings, events, and correspondence with discretion and care.
- Support church initiatives with excellence, organization, and a servant's heart.
- Maintain records, prepare documents, and ensure smooth day-to-day operations.
- Assist in coordinating key ministry events and special projects.

What You'll Need

- A calling to serve in a local church setting.
- Proven administrative or office management experience (church or nonprofit experience a plus but not required).
- Strong interpersonal and communication skills.
- Proficiency in Microsoft Office and a quick learning curve for church systems.
- Detail-oriented, organized, and able to anticipate needs.
- Discretion and the ability to handle sensitive information with care.
- A heart for ministry and a desire to see the Gospel advanced.