

CHURCH OF THE ROCK®

Position: Full Time Receptionist

Why This Role Matters:

To create a warm, welcoming atmosphere for every person who calls or visits the church office - offering kindness, hospitality, and a sense of belonging. Through dedicated clerical work and attentive administrative support for our pastors and ministry staff, this role helps strengthen the ministry and enrich the daily life and mission of the church.

Time Requirement:

- 37.5 hours per week, Mon-Fri, 8:30 AM-4:00 PM

Benefits:

- \$16-\$21 per hour (dependent on experience), health benefits.
- Paid sick and vacation days
- A supportive, faith-centered work environment

We're looking for someone who is:

- A team player with a heart for God and a passion for serving
- Able to speak, read, and write proficiently in English
- A minimum of one year work related experience in an office environment
- Exceptional communication, relational and phone skills
- Excellent computer skills (including Microsoft applications) with an aptitude for learning new applications and programs
- Organized, reliable, and self-motivated
- Detail-oriented and committed to excellence
- A strong communicator with solid problem-solving skills
- Desire to advance the work of the church through a supporting role
- Sincere love for the Lord

What You'll Do (*examples include but are not limited to...*)

- Serve as a helpful and professional presence for visitors
- Reception responsibilities both on phone and in person
- General office duties like data entry, mail opening and distribution, photocopying, filing
- Follow up communication via email and phone with church community
- Assisting pastors and ministry staff
- General office duties

Next steps

Interested candidates are encouraged to apply with a cover letter, explaining why they would be a good fit for this role, and a copy of their up-to-date resume to: gwen@churchoftherock.ca

Position open until filled