

Job Description Friendship Church

Position: Prior Lake Receptionist/Administrative Assistant (afternoon)

Reports to: Marketing/Communications Specialist

Hours: 20 hours per week

Hired by: Marketing/Communications Specialist with Leadership Team Approval

Position description updated: November 2010

Position description approved by: Marketing/Communications Specialist and Lead Pastor

Summary Description:

This position is the main afternoon receptionist for Friendship Church and provides administrative support to the Connections Director and Shakopee Campus Pastor.

Overview of Job:

- Staff the Welcome Center to direct incoming telephone calls appropriately; answer general questions concerning church locations, event information, ministries, etc.
- Direct visitors and accept deliveries
- Provide administrative support for the Shakopee Campus Pastor and Men's Ministry
- Provide administrative support for the Connections Director and ministries under her leadership

Additional Responsibilities:

- Pickup mail from mailbox and sort
- Attend various meetings, conferences, seminars, classes, etc., as required
- Various other responsibilities as assigned

Personal Requirements:

- Strong and growing personal relationship with the Lord Jesus Christ
- Warm and welcoming presence that expresses Friendship Church's concern and friendliness; discernment in dealing with those in need
- Able to keep information confidential
- Self-starting; prompt and professional individual able to work alone or in a team
- Strong interpersonal skills that demonstrate genuine, godly humility
- College graduate preferred but not required
- Exceptional proofreading skills including correct grammar, spelling, and punctuation
- Proficient with Microsoft computer programs: Word, Excel, PowerPoint, Outlook as well as commercial phone systems; ability and desire to learn new programs