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Position Title:	Receptionist & Lead Team Assistant
Hours/week:	40 (full-time)
Reports To:	Lead Team Office Director
Classification:	salaried/non-exempt
Starting Salary:	\$36,400-\$43,680 annually, depending on experience
Benefits:	Medical/dental/vision/life insurance options; cell phone stipend, eligible to participate in HSA and 403(b); paid vacation and sick time

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This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

#### PRIMARY RESPONSIBILITIES:

1. Serves guests by greeting, welcoming, directing and announcing them
2. Answers/screens/forwards incoming phone calls and provides basic information as requested
3. Monitors general voicemail messages, incoming faxes and email; distributes as appropriate
4. Sorts and distributes daily mail. Keeps postage machine supplied (postage, ink, tape/sealer); informs Technology when supplies are needed
5. Keeps reception area and supply room organized, including managing paper and supply inventories for general office use. Also maintains inventory of basic all-church CommArts supplies (offering envelopes, Commissioning Journals, Welcome booklets, etc.)
6. Assists ministry areas with mailings, special projects, etc., as needed
7. Acts as administrative back-up for facility scheduling software for all rooms/resources
8. Oversees Ministry Partners for reception, including interviewing, training and scheduling.
9. Assists the Lead Team Office Director with various administrative tasks including (but not limited to): meeting setup and prep; keeping reception, staff, and Lead Team office coffee bars stocked; other projects as assigned
10. Coordinates central events as requested, such as central chapels/lunch, Launch, etc., managing budgets, invoices, catering and event contacts, volunteer schedules, etc.
11. Other duties as requested

#### SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Strong people skills and ability to prioritize multiple activities
4. Discretion to maintain details discussed or overheard in the Lead Team office
5. Familiarity with standard office machines, (i.e., copier, printer, fax)
6. Basic computer knowledge, including Microsoft Word, Excel and Outlook
7. This position requires mostly sedentary work with some light lifting
8. Must have mobility to access office printers, copiers, and supply storage areas in various locations
9. Reliable transportation