

Receptionist, All Saints Episcopal Church
Job Description
Part-time, 15 to 20 hours/week, Monday-Thursday



Summary of Job Responsibilities:

This position provides clerical and administrative support and services to the staff and volunteer personnel of the parish as well as being the primary contact for members, visitors, and businesses that approach the parish via telephone calls or in-person visits.

List of Responsibilities and Job Activities:

1. Answer parish phone and front door during normal business hours, directing inquiries to appropriate personnel, providing information about parish activities and generally providing an appropriate telephone interface to members and others that call
2. Provide some clerical support for the ministries of the parish
 - a. General typing, filing, dictation, and duplication
3. Handle incoming and outgoing mail functions
 - a. Unpack packages
 - b. Distribute incoming mail
 - c. Collect outgoing mail
 - d. Keep meter machine repaired and with postage and date
4. Maintain vendor interfaces and product/service ordering for office and kitchen consumables and janitorial supplies
 - a. Order soft drinks, paper supplies, other office supplies as required
 - b. Order paper goods for various activities
 - c. Order postage materials
 - d. Maintain lists of preferred plumbers, electricians, and other maintenance service providers
 - e. Maintain all office equipment
5. Coordinate with and assist Associate Rector with pastoral needs of the Parish
 - a. distribution of grief books
 - b. gathering names for weekly flower deliveries and greeting cards

Critical Success Factors:

1. Provide a friendly and welcoming presence to the parish members, prospective members, and visitors
2. Interact in a congenial and effective manner with other parish staff members
3. Extremely organized, efficient, able to multi-task and pivot quickly