

Trinity United Methodist Church

Position Title: Administrative Assistant/Receptionist (Evening 4:30-8:30 p.m.)  
Employment Status: Part-Time (16 hours/week), Non-exempt  
Accountability: Reports directly to the Executive Assistant to the Pastors

Position Overview:

This person will have a heart for Jesus Christ and a desire to support the mission and vision of Trinity. He or she will oversee the evening operation of the receptionist desk and lobby providing an attractive atmosphere of welcome and service to all who call or enter while handling a variety of administrative responsibilities.

Position Requirements:

- Proficiency with Microsoft Office and ease learning and navigating other software and data bases
- Are or willing to become a committed and faithful member of Trinity United Methodist Church

Preferred Spiritual Gifts:

Administration, Hospitality and Helps

Primary Responsibilities:

- Welcome all persons who enter the receptionist area and assist or direct as needed
- Assist and redirect those requesting financial or emergency assistance according to Trinity policies
- Manage a multi-line telephone system and address needs or direct calls as requested
- Monitor security monitors for any suspicious activity and alert authorities if any concerns arise
- Assist persons/groups meeting in the evening with audiovisual needs in the classrooms or use of office equipment as requested
- Contact the evening custodian with any requests for assistance or maintenance
- Assist with bulk mailing and hand-addressing outgoing mail as needed
- Maintain list of requests for hardcopies of Tuesday Word and Pastor's email and mail weekly
- Process any reservations and tickets sales for any Trinity events
- Generate name tags for all members, church staff, and others who request one
- Assemble and maintain inventory of Guest Connection gifts
- Make follow-up phone calls for Guest Connection invites as requested
- Partner with the daytime receptionist/administrative assistant to complete all assigned tasks, responsibilities and projects
- Fulfill any task, responsibilities and projects as requested by the Executive Assistant to the Pastors

Approved 6/5/2017