

Administrative Assistant/Receptionist: Job Description

TITLE: Administrative Assistant/Receptionist

POSITION OVERVIEW:

To provide full-time administrative support for the Church Administrator and Pastoral Team

POSITION ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Providing Administrative Support for the Church Administrator and Pastoral Team
2. Church Calendar oversight /identification of potential conflicts/overlapping events
3. Records/Certificates for Dedications and Baptisms
4. Maintenance and ordering of office supplies inventory
5. Support in preparation of meeting materials (ex: Annual Report)
6. Participation in weekly team meetings
7. Event Registration Set-up/Management/Payments in Registrations
8. Projects as assigned by the Church Administrator
9. **Reception Desk Duties**
 - Reception Desk presence for inquiries during office hours
 - Answering/directing phone calls
 - Accessing voicemail and phone display functions (night message)
 - Mail and Parcel Receiving
 - Processing of payment system transactions/donations
 - From time-to time other duties may be assigned



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QUALIFICATIONS:

Experience and Skills

- Office experience and computer aptitude using iMac, MS Office, Google Suite and Planning Center Software.
- Strong Administrative and Organizational abilities
- Effective Time Management/Attention to priorities and deadlines

Spiritual and Personal Commitment

- Strong personal commitment to Christ and a desire to minister to people.
- A biblical lifestyle that aligns with the expectations of this role.
- Regular attendance and membership at RAC with a consistent record of financial giving.
- A high level of Godly administrative gifting.

Interpersonal Skills

- Ability to interact with the public in a Christ like manner.
- Commitment to maintaining excellent relationships with staff and church members.
- Willingness to work as part of a team, fostering cooperation between ministries

Professional and Practical Requirements

- Involvement in volunteer work beyond regular church membership.
- Ability to maintain confidentiality.

Work Environment

- Maintenance of a clean, organized and inviting office space