



Job Title: Receptionist
Classification: Part-Time (5-20 hours per week)
Supervisor: Administrator
Compensation: TBD, commensurate with experience

Redeeming Grace Church's mission and vision is to go into our world with good news to make and equip growing disciples of Jesus Christ, and to be a community that exalts, displays, and declares the gospel of Jesus Christ for the glory of God.

Overview: Receptionists serve as the first point of contact for visitors, greeting, welcoming, and directing them appropriately in a way that advances the mission and vision of the church. They also maintain, purchase, and organize workroom supplies, as well as complete administrative tasks including working with MS Office.

Job Responsibilities:

- Serve as the first point of contact for visitors, contractors, and staff, and to assist them appropriately
- Field and direct phone calls, emails, shipments and deliveries, etc.
- Assist staff with printing, purchasing, and other administrative duties
- Maintain cleanliness and organization of the front office and workroom areas

Job Requirements:

- Is a professing Christian
- Agree with RGC's [Statement of Faith](#), RGC's [Membership Commitment](#), and [Core Values](#)
- Excellent verbal and written communication skills
- Excellent interpersonal skills, able to work with teams with many different types of team members
- Able to use Microsoft Office (e.g., Outlook, Word, Excel – training is provided)
- Able to use software and applications (e.g., Canva, MailChimp – training is provided)
- Be organized with attention to detail, diligent, able to take initiative, and professional
- Be willing to change tasks at short notice
- Able to sit and work at a computer for prolonged periods of time

Preferred:

- Member or regular attendee of RGC
- Receptionist experience

To apply, please complete our [application form online](#).