



POSITION DESCRIPTION MOUNT VERNON BAPTIST CHURCH

JOB TITLE	<i>Receptionist/Administrative Assistant</i>
REPORTS TO	<i>as assigned by Pastors</i>

OVERVIEW

Serve as the Church Receptionist and general Administrative Assistant.

DUTIES & RESPONSIBILITIES

- Answer phones and greet members and guests, addressing needs as able.
- Serve as the contact person for adding approved events to the Church calendar.
- Pastoral care communications as assigned.
- Assist with publications and communication, such as the weekly Church newsletter.
- Provide administrative assistance to the Senior Pastor.
- Maintain office equipment, and inventory and order office supplies.
- Manage office mail.
- Other duties as assigned.

QUALIFICATIONS

- Genuine salvation experience and a committed follower of Jesus Christ.
- An organized person with excellent administrative and time management skills and the ability to multitask and work independently.
- Servant-hearted with a positive and optimistic attitude.
- Excellent interpersonal, verbal, and written communication skills.
- Computer skills, including Gmail management, Microsoft Word, and others.
- Be a team player who works well with other staff members.
- Professional in all areas, including punctuality, communication, appearance, and demeanor.

EMPLOYEE SIGNATURE:

I have reviewed this position description and agree to serve accordingly:

SIGNATURE: _____

DATE: _____

POSITION DESCRIPTION REVIEWED & UPDATED:

DATE: _____

BY: _____

SUPERVISOR SIGNATURE: _____

