

**Receptionist/Calendar Coordinator
Salem Covenant Church
Job Description**

Reports to: Office Manager
Status: Part-Time
FLSA: Non-Exempt

Position Summary: The Receptionist/Calendar Coordinator will be the first point of contact for those calling or visiting the church, by answering phones, greeting visitors, and providing direction to those visiting. The Receptionist/Calendar Coordinator will maintain the church calendar and oversee the scheduling of events in the building.

Essential Functions:

- Answer phones and receive visitors.
- Maintain voicemail system.
- Maintain all areas of the Welcome Center.
- Assist with updating the monitors in the Narthex.
- Maintain church calendar and schedule of events, coordinating event set-up information with the Facilities Manager.
- Assist with ministry mailings and materials.
- Coordinate wedding and funeral events with appropriate individuals.
- Coordinate requests for financial assistance when needed.

Other Responsibilities:

- Support Salem's mission, ministries, policies, and procedures.
- Represent Christ's love and care in contacts and relationships with church members, co-workers, visitors, and the community beyond Salem.
- Function collaboratively with staff and ministry teams.
- Assist with other administrative duties as assigned.
- Pursue continuing education as appropriate.

Minimum Qualifications:

- Deep commitment to Christ and the ministry of the church.
- Computer skills in word processing, spreadsheets, presentations, databases and publications.
- Warm, pleasant, and welcoming persona both on the phone and in person.
- Strong organizational, communication, and clerical skills.
- Able to maintain confidences and protect privacy.

Core Competencies:

- **Spiritual and emotional maturity:** Loves Christ, the Church, and people wholeheartedly and well, and leads others to do so, too, by word, action, and example. Exhibits and nurtures a deep and growing spiritual life, emotional self-awareness and health, and strong, mutually supportive relationships at home, with friends, with colleagues, at church, and beyond.
- **Humble:** Exhibits humility, shares credit, quick to point out the contributions of others and slow to seek attention for his/her own, emphasizes team over self, and defines success collectively rather than individually. Humble team players neither think too highly of themselves nor too little; their focus isn't on themselves, but on helping the team, team members, and the church as a whole succeed in fulfilling God's call.
- **Hungry:** Continually seeking to learn, grow, and serve better, showing a manageable and sustainable commitment to doing the job well, inviting and integrating feedback, graciously accepting direction from supervisors, eager to go above and beyond the minimum required to accomplish vision and goals. Willing and able to work autonomously and with others to pursue Salem's vision.
- **Smart:** Emotionally and relationally intelligent; skilled at being interpersonally aware, appropriate, and effective. Able to listen to the words and read the body language of people and groups, to consider the potential impact of his/her own words, body language, and actions, and to intentionally speak and act in ways that are most effective in helping all move forward in healthy, productive, positive ways.
- **Project Management:** Identifies the key objectives and scope of a proposed project; secures needed resources and project support; develops a realistic and thorough plan for achieving key objectives; communicates clearly with team members; implements action plans, identifies and resolves barriers and problems.