



Job Title	Front Office Assistant
Position Reports to:	Global: Michelle Barnett Global: Scott Alexander
Status:	Full Time, Non Exempt
Hours per Week:	40; Weekdays 8 am - 4:30 pm

Position Overview

White River Christian Church exists to connect every life to Jesus. The Front Office Assistant serves as a vital link between WRCC and our guests. The person serves as a gateway for all weekday activity and is usually the one most responsible for creating a positive and inviting impression of WRCC and its ministry. Additionally, the Front Office Assistant represents an important administrative resource where the first level of general information about WRCC, its ministries, staff and other useful resources is disseminated.

- Responsibilities**
- Warmly greet and welcome all guests, visitors, vendors, contractors, and people-in-need who enter the church
 - Quickly evaluate how to best respond to and/or serve these guests, following through in a professional and Christ-like manner, enlisting the help of other staff, when necessary
 - Answer, screen, and forward all incoming calls and voicemail using a multi-line phone
 - Oversee the inventory of general office supplies and order materials, supplies, or equipment as needed
 - Submit monthly copy code budget details
 - Schedule timely opening and closing of all WRCC door requests in accordance with the administrative calendar
 - Assist in maintaining and updating church membership data
 - Process connection cards weekly for our Noblesville location, Cafe location, and Community Corrections Center
 - Maintain Pastoral Care calendar under the direction of the Missional Living Pastor
 - Compose and send daily Pastoral Care email
 - Supervise the maintenance of church office equipment in consultation with the IT Director
 - Receive and sort daily mail and deliveries
 - Help with the printing, cutting and/or assembling of various communication pieces or study/class materials
 - Run and process weekly background check reports
 - Ensure reception area is tidy and presentable
 - Recruit and develop volunteers to assist in carrying out ministry responsibilities
 - Various other duties as assigned

Qualifications

- Personal relationship with Jesus Christ and alignment with the mission of WRCC
- Genuinely warm, caring and patient attitude
- Good organizational skills with the ability to multitask
- Attention to detail and accuracy
- Ability to focus and discipline to work with minimal direct supervision
- Hands-on experience with office equipment
- Solid written and verbal communications skills
- Proven work experience as a Front Office Assistant, Receptionist, or similar role
- Proficient in Microsoft Office, Google and Google Docs
- Participate in staff meetings and training opportunities
- Recruit and develop volunteers to assist in carrying out ministry responsibilities
- Ability to learn Church Management Software

Resources

- WRCC provided laptop/desktop computer with applicable applications and software
- Identification badge and master key
- CCB access - full privileges
- WRCC email
- Door System access
- Web staff page identification