



JOB POSTING FOR IMMEDIATE NEED:

RECEPTIONIST (PART-TIME)

Supervisor: Pastor

Purpose: The church Receptionist shall assist the Pastor, Administrative Assistant, other staff, and lay leadership in the orderly operation of church functions.

Starting Pay: \$22 to \$24 per hour

Benefits: Paid Sick Leave (per Colorado Law)

Hours: 20 hours per week (Part-time)

Responsibilities:

- Demonstrate Christian hospitality in welcoming guests and visitors to building
- Operate multi-line phone and voicemail system
- Print all paper publications (bulletins, letters, flyers, newsletters, etc.) created by Administrative Assistant and other Staff
- Assistant Administrator for Church Community Builder (church management software)
- Maintain Senior Pastor's calendar and schedule appointments
- Schedule facility usage and room reservations
- Liaison with Custodial Service, repairmen, maintenance, vendors, etc.
- Call and e-mail church visitors as follow-up for worship
- Inventory and order supplies for office, kitchen, nursery, and cleaning
- Maintain *paper* archive with official records of congregation (meeting minutes, membership information, etc.)
- File Senior Pastor's papers
- Other duties as necessary

Required Skills:

- Self-starter
- Warm, friendly voice and disposition
- Maintains confidentiality about church matters and parishioners' lives
- Excellent oral and written communication skills in English
- Proofreading abilities for spelling and English grammar
- Attention to detail
- Ability to multitask
- Ability to adapt to change

- Ability to safely lift and carry 40 pounds over short distances (e.g., boxes of paper)
- Aesthetic eye for electronic layout of documents and publications
- Microsoft Windows 11
- Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, Publisher)
- Microsoft Teams
- OneDrive
- Adobe Acrobat
- Mail merges using Microsoft Office
- Social Media savvy (Facebook and Constant Contact)

To Apply: Send cover letter, resume, and professional references to Pastor Chris Matthis at pastorchris@epiphanylc.org or Epiphany Lutheran Church, 550 E. Wolfensberger Rd, Castle Rock, Colorado 80109.