



POSITION DESCRIPTION

Job Title: Receptionist/Administrative Assistant
Position Status: Part Time: M-Th 8:45 – 5:00 (29 hours)
Reports to: Executive Assistant

POSITION PURPOSE

Cornwall Church exists so that non-believers will become Christ followers and believers will become fully devoted followers of Christ. This team member is essential to our mission in that as the receptionist, you will be the first point of contact and first impression of Cornwall Church. You are removing barriers and helping people to get connected. As such, the ability to maintain good relationships with the public, delivery personnel and staff at all levels is a must. This person handles inquiries both in person and on the phone, and provides information and assistance to ministries and the public.

POSITION SUMMARY

This position serves the body of Cornwall Church by providing phone and personal receptionist duties (primary focus) and administrative support to the Executive Assistant (secondary focus).

SUMMARY OF ESSENTIAL JOB FUNCTIONS

Key Role and Responsibilities

- Be the friendly voice and face of Cornwall Church by managing a multi-line telephone system and receiving visitors, vendors, delivery personnel etc.
- As the “primary gatekeeper”, the ability to effectively screen and direct calls to appropriate staff is essential
- Maintain a thorough awareness of events at Cornwall and be prepared to interface with all who visit Cornwall Church
- Support Executive Assistant as needed in miscellaneous weekly tasks and assigned project-based work
- Prepare the “Cornwall Happenings” for weekend distribution (layout, print, cut)
- Point person for outside facility requests
- Develop and train a reception volunteer team

- Provide administrative support for Planning Center (room reservations, duplicate and inactive profiles)

General Office Support

- Operate and provide general maintenance and support of office equipment
- Order and stock office and staff kitchen supplies
- Manage the facility key database
- Distribute daily mail for staff, sign for/accept deliveries, maintain staff mailboxes
- Prepare the monthly birthday and anniversary cards
- Distribute prayer requests received via prayer hotline, text and email
- Maintain the church lobby area and staff kitchen

Staff Responsibilities

- Embraces the vision, strategy, and direction of Cornwall Church; and as a staff person in agreement with and models our ministry strategy, staff values, and staff expectations as primarily outlined in the Cornwall Church Employee Personnel Policies, Guidelines and Procedures Handbook
- Attend bimonthly All Staff meetings.
- Meet with Executive Assistant every other week

Knowledge / Skills / Attributes

- 1-2 years experience of receptionist/administrative support experience
- Working knowledge of Word and Excel (ProPresenter a plus)
- Excellent written and conversational communication skills
- Excellent organization and time management skills. Must be able to multi-task, prioritize effectively and remain flexible in an ever-changing environment
- Ability to handle multiple interruptions while maintaining warmth, grace and a professional demeanor
- Ability to maintain confidentiality of information
- Must be a pro-active self-starter; forward thinker
- Desire and eagerness to learn
- Spiritual gifts of hospitality and administration a definite plus
- A sense of humor!

To apply, please submit a cover letter explaining why you are interested and how you would be a good fit, along with your resume to Suzanne Skerjanc at suzannes@cornwallchurch.com.