



RECEPTIONIST / ADMINISTRATIVE ASSISTANT (PART-TIME)

JOB DESCRIPTION

Position Title	Receptionist / Administrative Assistant
Supervisor's Title	Executive Pastor
Position Type	Part-Time, Hourly, Non-Exempt, Non-Ministerial
Location	PaulAnn Baptist Church Campus

General Summary

The Receptionist / Administrative Assistant helps to ensure that the church runs smoothly by providing a warm and hospitable experience for guests and visitors and by supporting our Pastors/Ministers with various administrative tasks & responsibilities. This position requires someone who is hospitable, highly organized, energetic, collaborative, and able to handle short deadlines. It also requires good communication skills as they will be coordinating with missionaries on trips, needs, and support.

Job Duties & Responsibilities:

Front Office & Reception

- Serve as primary front desk reception
- Answer main office phone lines, welcome office guests, receive deliveries.
- Route communication to appropriate pastors, staff, ministry leaders, and teams.
- Distribute incoming and outgoing mail, including staff mailboxes and bulk mail.
- Ensure front desk coverage during extended staff absences (e.g., all-staff meetings).
- Update office voicemail and door signage for holidays, closures, and special announcements.
- Coordinate internal ministry communications, including distribution of prayer requests, coordination of member care, organizing staff breakfasts and staff birthdays, and sending meeting reminders for staff as needed.

Office Administration

- Monitor and restock office supply and workroom inventory.
- Monitor printer supply levels and replace cartridges as needed.
- Order specialized supplies for staff.
- Order food and coordinate logistics for staff meetings when necessary.

Missions & Outreach

- Provide administrative and logistical support for church mission efforts.
- Mission Trip Coordination
- Coordinate logistics for mission trips, including collecting required travel documentation, scheduling flights, purchasing travel insurance, and communicating with travel providers, team leaders, and participants
- Missionary Communication
- Maintain regular communication with missionaries regarding updates and prayer needs.
- Help maintain mission and outreach page on website.
- Provide biannual missionary updates to staff and elders.



Staff Support

- Provide administrative and logistical support to the Executive Pastor, including scheduling, meeting preparation, communication coordination, and project assistance as needed.
- Provide administrative support to staff, including filing, printing, copying, scanning, and document preparation.
- Coordinate staff and ministry travel for conferences and events.
- Assist leadership with scheduling meetings, events, and travel arrangements.
- Provide administrative support for ministries and church-wide events as needed.

Qualifications

Education and/or Experience (must have one or more of the following)

- High school diploma or equivalent.
- Associate's degree or Bachelor's degree recommended.
- 3 years related experience and/or training preferred.
- Equivalent combination of education and experience.

Knowledge and Skills

- Excellent command of the English language, including basic composition, grammar and punctuation.
- Strong People Skills.
- Strong computer skills, including use of the Internet, e-mail, and word processing.
- Ability to type fast and accurately.
- Mac OSX and/or MS Windows.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to write reports and correspondence.
- Ability to deal with problems involving several concrete variables in standardized situations.

Licenses, Registrations, and Certificates

- Current Driver's License

Personal Characteristics

- A passionate Christ-follower who is spiritually mature, trustworthy, humble, and teachable.
- A collaborative team player.
- An engaging communicator who is relational and listens well.
- Action-oriented, great work ethic, responsible, organized, thorough.
- Demonstrates trustworthiness and education as a member of the staff team.
- Agreement and commitment to the theology, mission, values and worship culture of PaulAnn.

Physical Requirements:

- This position may require long periods of sitting or standing



Employment At-Will

All employees of PaulAnn are at-will, as such, are free to resign any time without reason. PaulAnn likewise, retains the right to terminate an employee’s employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No supervisor or employee of PaulAnn has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgment

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks under the direction of their supervisor.

Reviewed with employee by

Signature:_____ **Name (print):** _____

Title:_____ **Date:** _____

Received and accepted by

Signature:_____ **Name (print):** _____

Title:_____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.