

## FRONT OFFICE ASSISTANT

<b>Effective Date:</b>	May 2026
<b>Classification:</b>	Full-Time, Non-Exempt (Regular hours: 8:00am-4:30pm M-F)
<b>Benefits:</b>	As indicated in the Staff Handbook
<b>Reports To:</b>	Leader of Adult Ministry Team
<b>Compensation:</b>	\$16/hr-\$24/hr

**General Purpose:** The Front Office Assistant presents a welcoming face and voice for Grace Presbyterian Church (GPC) by handling all incoming phone calls as well as any guests who come to the GPC Office. Additionally, this position is responsible for executing basic administrative duties in support of the Pastors and other Ministry Directors.

### Key Responsibilities:

- Responding to incoming phone calls with professionalism, courtesy, and confidence, providing accurate information or directing callers appropriately.
- Maintaining a warm, professional presence when welcoming visitors, ensuring a positive and informative experience.
- Entering contact information for new attendees into Church Community Builder (CCB).
- Processing materials for classes (ex: GriefShare, Man in the Mirror, and the classes of Midweek Grace).
- Addressing mailings and cards.
- Making phone calls in support of events and Adult Ministries.
- Conducting research and reports on the ministries and ministry opportunities of GPC.
- Additional duties may be assigned, and responsibilities may change based on ministry needs.

### Qualifications

#### Preferred Skills & Experience

- Demonstrates proficiency with standard office technology, including computers, email, and common productivity software.
- Able to learn our church's database program (CCB).
- Previous experience as a Receptionist or an Administrative Assistant is preferred.

#### Personal Attributes

- Enjoys connecting with and welcoming guests
- Enjoys being of help and service to ministry leaders
- A heart for the work of GPC
- A willingness to work collaboratively with GPC staff