

Office Receptionist/Administrative Assistant Christ Community Church



1190 Phoenixville Pike
West Chester, PA 19380
T 610-431-0300
F (610) 431-9624
<http://visitccc.com>

Job Description

To welcome and direct visitors, vendors, congregants as they enter the building and manage staff schedule and administrative tasks as assigned. To provide administrative support to the Director of Community Groups & Men's Ministries.

Duties

- Front Desk Receptionist
 - Answer incoming phone calls and direct as appropriate
 - Answer front door and receive deliveries
 - Ensure visitors sign in and are escorted to person with whom they are meeting
 - Perform general office duties such as copying, printing, laminating, etc.
 - Maintain staff schedules, phone lists and calendar
 - Order office supplies
 - Organize and maintain supply closet
 - Contact vendor for repairs of office machines as needed
 - Order food for staff lunches and elders meetings as needed
 - Coordinate contract, schedule and payment for weddings and funerals
 - Other duties as needed

- Assist in administrative duties related to Community Groups and Men's Ministry
 - Coordinate communications with Community Group/Men's Ministry leaders and participants including initial follow up, email design, invitations, phone calls, writing cards, Facebook posts, Welcome Center materials, and website updates
 - Oversee all scheduling in Planning Center for Community Groups Equip and Men's Ministry weekly and quarterly events
 - Coordinate refreshment and room set ups for Community Groups Equip and Men's Ministry Events
 - Order books and resources
 - Complete Community Group/Men's Ministry deposit records and expense requests
 - Maintain accurate Community Groups/Men's Ministry data in Planning Center
 - File and organization as needed
 - Complete expense report for the Director of Groups and Men's Ministry
 - Other duties as needed

Key Skills, Experiences, and Abilities:

- Fully agrees with CCC's Statement of Faith
- Maintains a consistent pursuit of godliness and character
- Approachable and engaging with people

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- A heart to actively support ministry momentum in a large church environment
- Knowledge and ability in the following: Microsoft Office, Planning Center Technology

Schedule / Hours

Monday - Friday 8:30 am - 4:30 pm

Flexibility in time for a total of 30 hours per week

Occasionally additional hours will be needed for special events