



Receptionist – Fairlawn Lutheran Church

Pay: \$15/hour

Schedule: Monday–Thursday, 8:30am–1:00pm

Start Date: Immediate

Fairlawn Lutheran Church is seeking a dependable and detail-oriented **Receptionist** to join our team. The receptionist serves as the first point of contact for members, visitors, and the community, providing a welcoming presence while ensuring smooth day-to-day operations in the church office.

Key Responsibilities (including but are not limited to):

- Answer and direct phone calls, and emails, with courtesy and professionalism
- Greet visitors and manage building access as part of security procedures
- Handle routine office tasks including printing, light typing, and proofreading
- Sort, distribute, and prepare mail
- Manage office email account
- Support church ministries by coordinating with groups and keeping schedules up to date
- Assist with other clerical and administrative duties as needed

Qualifications:

- Excellent communication and interpersonal skills
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and prioritize effectively
- Friendly, professional, and dependable work ethic

Note: Duties and responsibilities may be adjusted as needed.

To Apply: Please send your resume to churchoffice@fairlawnlutheran.org

