

Receptionist/Facility Scheduler

Arlington Heights Campus | Full-Time (40 Hours/Week plus Benefits)

Are you someone who loves making people feel welcome, staying organized, and helping things run smoothly behind the scenes? We're looking for a friendly, dependable, and service-oriented individual to join our Arlington Heights campus team as a **Receptionist / Facility Scheduler**. This role is often the first point of contact for guests, members, volunteers, and staff, making it an opportunity to create meaningful first impressions while supporting the ministry and daily operations of our church. If you enjoy working with people, thrive in a dynamic environment, and find fulfillment in supporting a mission bigger than yourself, we'd love to hear from you.

What You'll Do

As our Receptionist / Facility Scheduler, you'll play a vital role in creating a welcoming and organized campus experience by:

- Creating a Warm Welcome
- Supporting Daily Operations
- Coordinating Facility Scheduling
- Providing Team Administrative Support
- To see more details click here => [AH Receptionist/ Facility Scheduler](#)

What We're Looking For

- A growing follower of Jesus with a solid understanding of the Gospel.
- Alignment with the EFCA Statement of Faith and The Orchard's Statement on Human Life and Marriage.
- Strong organizational, communication, and interpersonal skills.
- Ability to manage multiple priorities, work independently, and learn new technology.
- A positive, servant-hearted attitude and passion for serving children and families.

Schedule & Compensation

- **40 hours per week** – expected availability Monday – Friday 8:00 am to 5:00 pm
- **Pay:** \$18 - \$20 per hour, based on qualifications and experience.

Why Join The Orchard?

You'll be part of a team that is committed to helping people find and follow Jesus. Your work will help create a welcoming environment for our church visitors and support ministries that impact lives every day. Whether you're greeting a first-time visitor, helping coordinate ministry events, or supporting staff behind the scenes, your contribution will make a meaningful difference.

Ready to Apply?

Please send your resume and cover letter to **employment@theorchard.church**. We look forward to hearing from you!