



THE ORCHARD

Job Title: Receptionist / Facility Scheduler – Arlington Heights Campus
Full Time (40 hours per week) – Non-exempt – Non-Ministerial

Reports To: Director of Campus Operations – Arlington Heights

Purpose: This position provides administrative support to the Arlington Heights Campus which involves providing reception desk coverage (phone support and personal greeting) for most people who contact the church office. Responsibilities also include completing administrative projects and facility scheduling which requires coordination of all facility scheduling details and effective communication with the Facility Manager, ministry leaders, custodial and church staff.

Responsibilities:

- Primary responsibility is to promptly answer the phone, respond to callers' questions, and transfer calls to appropriate staff.
- Cheerfully greet all visitors and notify staff upon their arrival, receive deliveries and coordinate pickups.
- Handle the mail distribution and place service calls for office equipment
- Enter room reservations in eSPACE for campus and all-church events that take place at the Arlington Heights Campus.
- Contribute support to other administrative team members and areas of ministry such as Connections, Worship Services, Children's, Seniors and Membership.
- Perform all other duties as assigned by the Director of Campus Operations

Qualifications:

- Must seek to walk closely in devotion to God and have a solid understanding of the gospel.
- Theologically aligned and in agreement with EFCA Statement of Faith and The Orchard's Statement on Human Life and Marriage
- Demonstrate professionalism through appearance, attitude, and communication
- Exercise discretion, discernment, and sensitivity in handling requests
- Be punctual, dependable, detail-oriented, and flexible
- Ability to learn and perform duties with new software applications
- Ability to multi-task by handling multiple incoming phone calls simultaneously and interacting with constant interruptions by staff, volunteers, and members while maintaining composure
- Self-motivated and able to initiate projects, and work independently.
- Ability to organize, analyze, and complete tasks in a timely manner
- Ability to utilize office equipment including personal computer, copier, laminator, binding, folding, and cutting machines

Salary Range: \$18-\$20 per hour based on skills and experience
To apply for this position, please send your resume and a cover letter to
employment@theorchard.church