



THE ORCHARD

Job Description

Job Title: Receptionist / Facility Scheduler – Barrington
Part Time (24 hours per week) Non-Exempt – Non-Ministerial
Must be available Wednesday through Friday, between the hours of 8 am and 5 pm

Reports To: Campus Administrator – Barrington

Purpose: This position provides face-to-face and phone reception for those who visit/call the church office, is responsible for facility scheduling, and offers direct administrative support to the Campus Administrator and other staff members as needed.

Responsibilities:

1. Provide a welcoming and hospitable “front-door” presence for the congregation by:
 - Cheerfully greeting and assisting all visitors, notifying staff if necessary
 - Promptly answering the phone, responding to callers’ questions, and transferring calls to appropriate staff.
 - Receiving deliveries and mail and coordinating its distribution.
2. Record and manage the Congregation’s facility schedule, by:
 - Entering room reservations in eSPACE for all ministry staff programing, congregational events, and all-church events.
 - Coordinate the facility rental arrangements including distributing contracts and coordinating with appropriate staff and volunteers for all weddings, funerals, and outside groups that take place onsite.
 - Communicating the facility schedule with appropriate staff, volunteers, and individuals for proper set-up and clean-up.
3. Assist with administrative duties to support campus activities which may include:
 - Gathering, recording and distributing attendance data and reports for various worship services, ministry activities and events.
 - Communicating in written, verbal, and electronic mail, as necessary, to support overall ministries’ activities such as weekly worship documents, monthly ministry reports and various pastoral care reports.
 - Assisting with purchases and expense reimbursement for volunteers within the financial plans for the congregation.
 - Helping with printing, nametags, binders, and other clerical tasks, as necessary.
4. Perform all other duties as assigned by the Campus Administrator and/or Associate Pastor

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 basic office equipment for project work.

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.**