



Front Desk—Reception

VA: Stepping into the story of God for the sake of the city

Posted: July 5, 2019

The Front Desk Receptionist will be the first point of contact for all visitors and members coming through the doors. You must have a welcoming and hospitable demeanor as well as carry the culture of Vineyard Anaheim's vision! Responsibilities will include answering and directing phone calls, managing facilities scheduling and other administrative tasks.

Core Responsibility Areas:

- Answer phones promptly, answering inquiries and transferring calls.
- Coordinate front desk activities, including mail and delivery distribution, directing volunteers, etc.
- Manage facility scheduler and church management software.
- Manage volunteer teams & special projects.

Skills:

- Proficient in Microsoft Office and Outlook.
- Proficient in church management software such as Planning Center.
- Quick learner with great organizational and communication skills.
- Able to take initiative in improving and streamlining systems.
- Flexible attitude as we develop and grow as an organization.

Regular Office Hours Monday - Thursday 36-40 hours/week

Starting salary: \$35k/year

Reporting to Business Managers

Full-time Hourly with Benefits

Applicants should apply by **July 15th 12pm**. Only new applicants need apply.