



**Job Title:** Receptionist  
**Classification:** Part-Time (5-20 hours per week)  
**Supervisor:** Sunday Services Manager  
**Compensation:** TBD, commensurate with experience

Redeeming Grace Church's mission and vision is to go into our world with good news to make and equip growing disciples of Jesus Christ, and to be a community that exalts, displays, and declares the gospel of Jesus Christ for the glory of God.

**Overview:** Receptionists serve as the first point of contact for visitors, greeting, welcoming, and directing them appropriately in a way that advances the mission and vision of the church. They also maintain, purchase, and organize workroom supplies, as well as complete administrative tasks including working with MS Office.

**Job Responsibilities:**

- Serve as the first point of contact for visitors, contractors, and staff, and to assist them appropriately
- Field and direct phone calls, emails, shipments and deliveries, etc.
- Assist staff with printing, purchasing, and other administrative duties
- Maintain cleanliness and organization of the front office and workroom areas

**Job Requirements:**

- Is a professing Christian
- Agree with RGC's [Statement of Faith](#), RGC's [Membership Commitment](#), and [Core Values](#)
- Excellent verbal and written communication skills
- Excellent interpersonal skills, able to work with teams with many different types of team members
- Able to use Microsoft Office (e.g., Outlook, Word, Excel – training is provided)
- Able to use software and applications (e.g., Canva, MailChimp – training is provided)
- Be organized with attention to detail, diligent, able to take initiative, and professional
- Be willing to change tasks at short notice
- Able to sit and work at a computer for prolonged periods of time

**Preferred:**

- Member or regular attendee of RGC
- Receptionist experience

To apply, please complete our [application form online](#).