

**Part-time Office Receptionists**  
**Emanuel Lutheran Church**  
**New London, Wisconsin**

Purpose of this position

The office receptionist position is responsible for the initial contact with members and guests that visit or call the Emanuel office. This position serves as a support to the administration by carrying out many of the day-to-day operational tasks of the office.

Responsible to

The office receptionist is accountable to the office manager.

Hours

8:00 a.m. - 3:30 p.m.

Rate

\$12.17

Benefits

Vacation and Sick Pay

Qualifications

1. A member in good standing of the Wisconsin Ev. Lutheran Synod or the Evangelical Lutheran Synod or is a Christian and is willing to become a member
2. Understands the vital support role of the receptionist in the mission of Emanuel
3. Strong verbal and written communication skills
4. Strong organizational skills
5. Strong computer skills
6. Understands and applies rules of confidentiality
7. Ability to deal effectively with all individuals, even during times of stress

Basic Duties

1. Answering the phone and providing the correct information or directing callers to staff or their voicemail
2. Operate and maintain the door security system
3. Oversee the Emanuel calendars, including the scheduling of all events relating to the church and school
4. Receive, sort, and distribute mail
5. Keep Emanuel database and record books up to date
6. Maintain listing of members that are homebound and hospitalized
7. Issue keys/fobs as instructed by the office manager and maintain current log of key/fob holders
8. Update/create church bulletins and PowerPoints for use during worship services
9. Handle sale of Scrip and other items available for purchase in the Emanuel office
10. Keep the office and entry areas neat and presentable
11. Other duties may be assigned by the office manager based on skill levels and efficiency needs within the office