**Job Title: Mount Jezreel Baptist Church Receptionist**

**Position Type:** Full-time

**Reports to:** Senior Pastor/Church Administrator

**Location:** Mount Jezreel Baptist Church, Silver Spring, Maryland

**Education/Experience**: A Bachelor’s degree or higher, or equivalent professional experience, is required.

**Salary:** Competitive Salary Based on Education & Experience

**Benefits:** "Full-time employees are eligible for benefits, such as healthcare, and paid leave."

**Job Overview:**

The Church Receptionist serves as the welcoming face of the church, ensuring that visitors, members, and staff have a positive experience. The receptionist will handle phone calls, emails, and in-person inquiries, provide administrative support, and assist in organizing church events and activities. A strong understanding of the church’s mission and values, along with excellent communication and organizational skills, are essential.

*This position has a five-year term.*

**Key Responsibilities:**

Greet visitors, members, and staff with a warm, welcoming demeanor.

Answer incoming calls and direct them to the appropriate staff or ministry.

Respond to emails and general inquiries about church services, events, programs, and outreach.

**Administrative Support:**

Maintain church office supplies and order as needed.

Assist with scheduling appointments, meetings, and events.

Process mail and distribute it appropriately.

Maintain church calendars for services, events, and facility use.

Prepare, proofread, and distribute church bulletins, newsletters, and announcements.

**Data Management:**

Update and maintain accurate member and visitor databases.

Track visitor information and provide follow-up as needed.

Support the preparation of reports and documents for church leadership.

**Event Coordination:**

Assist in the organization and coordination of church events, including weddings, funerals, and community outreach programs.

Coordinate room reservations and assist with event setup, as needed.

**Communication and Outreach:**

Serve as a liaison between the church and the community, answering questions about church services, programs, and ministry opportunities.

Assist with outreach efforts such as church newsletters, event promotion, and any other means to ensure the church has all up-to-date information.

**Volunteer Coordination:**

Provide support to ministry leaders and volunteers as necessary.

Help recruit and manage volunteers for various church activities.

**Facility Management:**

Ensure the reception area and office space is CLEAN and welcoming.

Coordinate with facilities staff to report maintenance needs.

**Other Duties as Assigned:**

Perform other administrative tasks as needed by the office or church leadership.

**Qualifications:**

**Education/Experience**: A Bachelor’s degree or higher, or equivalent.

Previous experience in customer service, church, school, or office management, preferably in a church or nonprofit environment.

**Skills:**

Excellent verbal and written communication skills.

Strong organizational skills and attention to detail.

Ability to multitask and prioritize in a fast-paced environment.

Familiarity with office equipment (phones, computers, printers, etc.).

Proficiency with office software (Microsoft Office Suite, Google Workspace, etc.).

Familiarity with church management software (e.g., Planning Center, Breeze, etc.) is a plus.

Maintain confidentiality and handle sensitive matters with discretion. Confidentiality is non-negotiable, and a breach is automatic termination.

**Personal Qualities:**

A personal and authentic relationship with Jesus Christ.

A love for people.

A warm, welcoming, and friendly demeanor.

Ability to maintain confidentiality and handle sensitive information with discretion.

A team player with a positive attitude and a strong work ethic.

Flexibility to adapt to changing needs and priorities.

Alignment with the vision, mission, and values of the church.

**Working Conditions:**

This position requires working during regular office hours (Monday through Thursday, 8:00 a.m. - 4:00 p.m., with occasional evening or weekend hours for special events.

The position may require occasional lifting and carrying of supplies or equipment (up to 20 pounds).

Certain duties (e.g., greeting visitors and answering phones) may require standing or sitting for extended periods.

**Benefits (if applicable):**

Paid four weeks paid vacation. Not to be taken at one time.

Health and wellness benefits

A supportive and positive work environment

**Application Instructions:**

To apply, please submit your resume, cover letter, and relevant references to jhunter@mtjezreel.com or drop them off directly to the Senior Pastor. Applications will be accepted until February 28, 2024.

**Equal Opportunity Employer:**

Mount Jezreel Baptist Church is an equal-opportunity employer and is committed to creating a diverse and inclusive environment for all employees.

This job description outlines general duties and responsibilities but is not intended to be an exhaustive list of all tasks required for the position. The role may evolve over time to meet the church's and its congregation's needs. "The first 90 days of employment will be considered a probationary period, during which both the employee's and employer's expectations and compatibility will be evaluated."