

# LIFECHANGERS

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lifechangerschurch.com • gregorydickow.com

## Life Changers Receptionist | Part Time or Full Time

**Summary of Role:** This role is the initial face and voice of Life Changers International Church during the work week. As a personal reflection of the house, this role represents a genuine love, professional persona, and a warm spirit with all incoming calls, visitors, and staff. The ability to multitask is important in this role, as this role manages all call logs and incoming packages/mail. While supporting and enhancing the achievement of our church's vision and mission to create a contagious atmosphere for people as they encounter an experience with God, this role will also be in an environment where personal growth is encouraged and celebrated.

## Essential Job Duties

- ◇ Reception and temperature coverage throughout the week
- ◇ Manage call logs weekly and clear email communication
- ◇ Assists with any special projects related to Life Changers International Church (i.e. First Time Visitors, Special Events, Meetings, etc).
- ◇ As we enter this new season of resuming weekly in-person experiences, in addition to this role, one must be available and flexible to serve on a team at least two Sundays a month
- ◇ Must demonstrate full understanding and wholehearted agreement with Life Changers International Church Statement of Purpose, Vision and Culture.

## Knowledge, Skills, & Abilities

- ◇ Customer service oriented
- ◇ Strong organizational abilities
- ◇ Efficient with electronic platforms and databases such as: Google Docs, Microsoft Word, phone switchboards, etc.
- ◇ Ability to convey the vision and culture of Life Changers International Church & Gregory Dickow Ministries to staff, volunteers, and guests
- ◇ Problem solving skills
- ◇ Strong written and oral communication skills
- ◇ Efficiency and thoroughness in achieving tasks

## Life Changers International Church Mission Statement:

Introducing people to the real Jesus; empowering them to rise to their true worth & purpose; and changing mindsets that change the world