

LIFECHANGERS

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lifechangerschurch.com • gregorydickow.com

Life Changers Receptionist | Part-Time (20-30 hours per week)

Receptionist Responsibilities: 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 calls 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, you will also be in an environment where your own personal growth is encouraged and celebrated.

Essential Job Duties

- ◇ Reception coverage throughout the week
- ◇ Manage call logs, package logs & voicemail logs weekly
- ◇ Clear email communication
- ◇ Assists with special projects related to Life Changers International Church
- ◇ Be a part of all staff meetings and in-person experiences
- ◇ Be a vision keeper of our house & a culture carrier of love

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