

LIFE CHANGERS

Life Changers Receptionist | Part Time (25 hours)

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. 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, guests, mail, packages, and email communication
- Assist with any projects related to Life Changers International Church (i.e. First Time Visitors Follow Up, Special Events Prep, Service Prep, etc).
- Provide administrative support to the Operations Team
- Must uphold the mission and demonstrate full understanding and wholehearted agreement with Life Changers International Church Statement of Purpose, Vision and Culture.
- Be faithful in attending weekly service experiences
- We ask that you are available and flexible to serve on a team two Sundays a month
- Be available for anything needed

Knowledge, Skills & Abilities

- Strong organizational and time-management abilities
- Strong written and verbal communication skills
- Transparent and high integrity leadership skills
- Solution-minded with strong attention to detail
- Ability to manage multiple priorities with efficiency and excellence
- Demonstrated ability to work effectively with staff, volunteers, leaders, and guests
- Ability to convey the vision and culture of Life Changers International Church & Gregory Dickow Ministries to staff, volunteers, and peers

Work Environment & Physical Requirements:

- Ability to lift up to 25 pounds
- Prolonged periods of sitting
- Ability to move throughout the office and event spaces at an efficient pace
- Occasional evening or weekend availability, when there's a special event

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.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required. Duties and responsibilities may be modified at any time based on organizational needs.