



Job Description: Church Receptionist (Part-Time)

General Description: The Church Receptionist/Data Support will be a significant member of the Administrative Support Team of Faith Memorial Missionary Baptist Church. As the “first point of contact” for both the congregation and community, this person must possess strong people/communication skills (both in person and on the phone) and be eager to serve and care for others. He/She must have strong organizational, data management and computer skills (MS Word, Excel, Publisher). General knowledge of Mecklenburg and surrounding communities is helpful. The Receptionist works collaboratively with the Pastor and Church Staff to provide administrative and data management support to meet the ministry goals of Faith Memorial Missionary Baptist Church.

Hiring Process

- I. Application Deadline Friday, December 9, 2022
(Email application and resume to: secretary@charlottefaithmemorial.com)
- II. Interviews Tuesday, December 12 - Friday December 16, 2022
- III. Employment Offer The Week of December 19, 2022 (projected)

- Work hours - Tuesday - Friday - 10am - 2pm
- Compensation based on credentials and commensurate with experience

Essential Duties: (These duties represent a sample and may vary.)

- Serves as first point of contact and answers phones.
- Assists the members and leadership of Faith Memorial Missionary Baptist Church.
- Discusses weekly assigned duties with the Church Relations/Twelve Tribes Assistant.
- Works collaboratively with the Executive Minister for printing church publications.
- Printing ministry documents and working with copier technician for equipment maintenance.
- Observes documents relevant data to assess progress.
- Assists with record keeping, organizing office spaces, and ordering materials.
- Assist with bulletin board displays, meetings as designated. Performs related duties as assigned.

Preferred Education and Experience:

Completion of an Associate’s Degree
OR two years of higher education
equivalent in Business / Secretarial
Office / Data Management

Associate’s Degree with a concentration in
Secretarial / Office Administration
5+ years in an office setting or non-profit
organization is desirable.

Knowledge / Skills / Abilities:

- Knowledge of specific knowledge-based competencies required to satisfactorily perform the functions of the position.
- Ability to understand complex, multi-stepped written and oral instructions.
- Ability to work with a wide diversity of member and leaders.
- Ability to be flexible.
- Ability to analyze, interpret and organize data
- Excellent communication skills to translate data using non-technical terms
- In-depth understanding of modern database and information technologies
- Problem-solving and analytical skills
- Excellent time management skills and the ability to meet multiple deadlines.
- Ability to compile and organize findings and data retrieved before presentations.
- An understanding of data administration duties such as collection and distribution.
- Ability to communicate with diverse groups.
- Ability to work independently, under general supervision.
- Ability to work harmoniously with staff, ministry volunteers and community partners.
- Ability to provide church data and maintain database systems.
- Ability to set priorities and meet deadlines.
- Ability to work with constant interruptions.
- Ability to operate and maneuver standard office equipment and specialized classroom equipment.
- Ability to work with confidential membership data.
- Ability to maintain confidentiality.

Must maintain a high level of ethical behavior.

Physical Requirements:

The job is performed in an office setting and requires the ability to sit, stand and to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, reaching, and the ability to lift, carry, push or pull light weights up to 10 pounds. The work hours are reasonably regular.



FAITH MEMORIAL MISSIONARY BAPTIST CHURCH

211 Lakewood Avenue
Charlotte, NC 28208

Please email your resume and this application to:
secretary@charlottefaithmemorial.com

Date: _____

**CHURCH RECEPTIONIST
EMPLOYMENT APPLICATION**

Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Length of time at address listed above: _____ E-mail: _____

Telephone: (c) _____ (w) _____ (h) _____

Date available to start: _____

Are you legally eligible to work in the United States? Yes No
(Proof of eligibility will be required upon offer of employment)

Are you over the age of 18? Yes No
(If no, you may be required to provide authorization from a parent or guardian)

Have you ever applied to, or worked for, Faith Memorial Missionary Baptist Church before?
If yes, please give date: _____ Yes No

Educational Background

	Name/Location of School	Year Graduated	Degree	Areas of Concentration
High School				
College				
Other				
Other				

Employment History

Please begin with most recent. You may attach a resume in place of this section.

Employment Date(s)	Employer & Supervisor's Name	Address & Telephone Number	Job Title & Primary Responsibilities	Reason for Leaving

Please list any additional education, training, or skills that qualify you for this position.

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest?

Yes* No

*If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

Please list two (2) employment references and (1) one personal reference.
(Name, telephone and email, if available).

Name

Telephone

Email

