

RAINIER AVENUE CHURCH

Encouraging everyone in the Rainier Valley and
beyond to find wholeness in Jesus Christ
Fostering intimacy with God
Building authentic community
Working together for compassion and justice

Position Overview: Office Receptionist

ABOUT US: Rainier Avenue Church is a vibrant and multicultural Free Methodist congregation, located for over a century in the Rainier Valley neighborhood of Seattle, WA. Three core ideas illustrate our calling and identity: ethnic diversity, geographic location, and Christian faith.

Position Purpose: The Office Receptionist role creates a welcoming first point of contact for both visitors and staff and acts as a responsive helpdesk to connect people to appropriate pastors or ministry leaders as needed. Provides basic office administrative support to Rainier Avenue Church.

Responsibilities

1. Answer phone calls, email at info@rainieravenuechurch.org and visitors to the office during office hours and answer basic questions or direct to appropriate ministry leader for followup.
2. Support staff and ministries by printing documents (ex. prayer requests, prayer cards, scratch paper for pews, occasional copies for volunteer groups and congregation members) and assisting with printing/scanning questions.
3. Receive mail and packages and distribute to appropriate staff.
4. Track and order office supplies and church event supplies as needed (copy paper, snacks/coffee, postage, other supplies as needed by staff, food for meetings/events, special elements for Sunday morning service or other events)
5. Will give oversight and direction to any office volunteers including but not limited to community service workers.
6. Maintain welcoming, orderly, and functional office space (including kitchen/copy room, office supply storage, and office storage space).
7. Help maintain updated church records by checking data in Church Community Builder (church database) for duplicates, update contact information, note when congregation members have moved away, and update other records as directed by staff eg. Baptisms, baby dedication, email blast subscriptions, etc.

Qualifications:

1. Good communication skills to appropriately relay messages to staff and provide appropriate information in response to office inquiries.
2. Friendly and welcoming presence, able to listen well and respond with appropriate resources as provided.
3. Able to prioritize, set boundaries, and manage time well in order to maximize limited reception hours for staff/congregation.
4. Strong skills in Microsoft Office Suite and familiarity with office equipment with ability to learn and assist others (ex. print/copy documents with a variety of settings).
5. Experience working cross-culturally and a commitment to diversity and racial reconciliation as a biblical value.
6. High School Diploma or equivalent required.
7. Christ-like attitude in working with staff, RAC congregation and volunteers.

8. Works well independently, takes initiative to carry out established vision.

Organizational Relationships:

1. Will directly report to Executive Pastor.
2. Will maintain a working relationship with all staff.

Requirements

1. Must work agreed upon hours in church office to maintain phone/front door coverage (no work from home availability), participate at every other week staff meeting during office hours.
2. Must pass a background check.
3. Must be proficient in speaking English.
4. Must be able to lift 20 lbs and carry up/down stairs, unassisted
5. Must sign Rainier Avenue Church Statement of Faith
6. Knowledge of Microsoft Excel, Word, and use of email needed for communicating with staff and carrying out office support tasks.

Specifics:

1. Part-time, FLSA non-exempt, hourly position for 15-18 hours per week, \$18/hr.
2. Vacation and sick time are available in accordance with approved policy. No health insurance available at this time.
3. Schedule will be set in partnership with Executive Pastor based on office reception needs, likely Tuesday through Thursday 10am-4pm.
4. Employment with Rainier Avenue Church is at will unless otherwise stated in a written agreement signed by the lead pastor or board chair. This means that either the church or the employee can terminate the employment at any time and for any reason, with or without notice.

To submit a resume or for more information, please contact us at info@rainieravenuechurch.org. You can also find out more on our website, www.rainieravenuechurch.org.