



## Central Services Receptionist – Job Description

We are seeking a warm and energetic individual with a love for people to serve as the central support reception role of Crossroads Church. The successful candidate must have a strong personal relationship with the Lord and the heart to serve the campus staff with joy.

Crossroads Church is a contemporary, non-denominational church located in Central Pennsylvania. Our mission is to equip people to be fully engaged followers of Jesus Christ. We currently serve approximately 1200 people each Sunday through our two campuses located in Jersey Shore and Muncy, Pennsylvania.

### POSITION:

- The full-time Central Support Receptionist.
- This position is a direct report to Pastor Jason Borowicz.

### RESPONSIBILITIES:

- Reception
  - To be a welcoming and helpful presence to people who call, email, or visit the church office.
  - Schedule appointments for staff.
  - Management of the church-wide calendar system.
  - Manage the daily prayer email.
  - Greet and assist all incoming people to the offices.
  - To be a liaison between guests and central service staff.
- Purchasing
  - Complete purchasing needs of all campus ministry staff.
  - Maintain the central service office supplies.
- General Support
  - Make copies as requested by church ministry staff.
  - Cut, fold and mail items requested by church ministry staff.
  - Support the general administrative needs of other central support staff.

**SKILLS:**

- Ability to answer the phone and send calls to voicemail.
- Ability to maintain an on-line calendar.
- Ability to use the central services copier and other office machines.
- Ability to use Microsoft, Windows and Planning Center (training available).
- Warm and inviting communication style.
- Teachable and flexible spirit.
- Ability to maintain a high degree of confidentiality.
- A “self starter” seeking ways for continuous improving both professionally and personally.
- Develop a culture of serving that people are passionate to be a part of.

**TIME COMMITMENT:**

- Full-Time Staff
  - Office Days: Monday – Thursday from 8 a.m. - 3:30 p.m.

**PROCESS:**

Please email us your resume to: [info@crossroadschurch.online](mailto:info@crossroadschurch.online)

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.