

3C Cowboy Fellowship – Receptionist Job Description

Overview:

This position will be interviewed by the Personnel Selection Committee and the Financial Administrator position. The committee and Financial Administrator will check references on the top three candidates. Consensus will be obtained between the committee and Financial Administrator on which two top candidates will be presented to the Pastor and Elders for consideration and possible hiring.

This position will be trained by the Financial Secretary with oversight and supervised by the Pastor. The receptionist must maintain confidentiality of all membership information as well as any visitors coming into the church office for services and/or counseling.

Workdays/hours – No more than 20 hours a week. To be determined by Financial Secretary and Pastor.

Duties:

Membership/Visitors:

- *Responsible for providing the Pastor all visitor and membership information to conduct outreach*
- *Responsible for entering all visitors' and members' information into the PC Software according to the written procedures noted in the Standard Operating Procedure (SOP) manual*
- *Responsible for extracting reports on members/memberships from the PC Software, manipulate and/or sort the data as directed by and for use by the church staff and leadership*
- *Responsible for developing and sending out correspondence to potential/current members as directed*

Prayer Request:

- *Responsible for documentation and distribution all prayer request to the Prayer Team Leader according to the written procedures noted in the Standard Operating Procedure (SOP) manual*

Church Bulletin:

- *Position is responsible for sending out notices, gathering, publishing and printing the weekly church bulletin using Publisher software and according to the written procedures noted in the Standard Operating Procedure (SOP) manual*

Website/Facebook:

- *Maintain/coordinate the updates and maintenance of the 3C Cowboy Fellowship website*
- *Maintain/coordinate the updates and maintenance of the 3C Cowboy Fellowship Facebook page*
- *Responsible for development of standard operating procedures on the approval processes updates and maintenance of the website and Facebook page*

Leadership and Team Support:

Upon notification by the various teams ensure posting of events in the church bulletin, monthly calendar, website and Facebook page.

- *If necessary, conduct follow up with the various teams or round pens regarding submission of meeting minutes, sign in sheets and event calendar's information/updates.*
- *Responsible for publicizing upcoming events on the web page and Facebook page.*

Other Duties:

- *Responsible for answering all calls and directing messages to the appropriate party(s)*
- *Responsible for development and/or maintenance of mapping of the repository (electronic and paper) of all files, standard operating procedures and emails*
- *Other duties as assigned to benefit 3C Cowboy Fellowship*

Preferred Experience/Ability/Education:

- *Experience in Excel to include sorting and manipulation of data sets*
- *Experience in Word to include correspondence, form creation and mail merge*
- *Experience in Publisher to include bulletin/newsletter creation*
- *Experience in Outlook to include creation and maintenance of distribution lists*

- *Ability to meet and greet general public*
- *Ability to maintain confidentiality of all information obtained in the work environment*
- *Ability to follow defined procedures*

Please email all resumes to:

contact@3ccowboyleftship.org

or call Beth in the office 254-947-7211