

## Office Hostess & Administrative Assistant

**I. Job Objective/Summary:** This is a part-time\*hourly position. The office hostess will help make all guests to the HBC office feel welcome, will answer and direct calls to the main office phone line, will provide some administrative support to the pastoral care team, and assist with other various items to keep the facility operating smoothly. This position reports to the Executive Pastor of Family Ministries.

\*32 hours, 8:00am-4:30 pm, Monday through Thursday.

### II. Job Duties:

1. Greet and manage all visitors in the main office reception area.
2. Answer all calls to the main HBC phone line and forward calls as needed.
3. Perform computer tasks related to word processing and spreadsheets.
4. Run errands off-campus as needed.
5. Track pastoral care needs and assist with updating notes from hospital/home visits.
6. Order bereavement flowers as needed.
7. Coordinate visitation schedule for the PhoebeCare team.
8. Assist shepherding pastors with coordinating their schedules as needed.
9. Maintain a log of checked-in/checked-out church keys used for events.
10. Manages facilities reservation system for the church
11. Distribute mail/packages as they arrive.

### III. Minimum Qualifications and Skills:

1. Love Jesus more than anything else with a proven commitment to His church, including membership.
2. Experience using computer software programs, including Google suite and Microsoft Office.
3. Great communication skills: friendly, patient, and professional manner when dealing with others.
4. A creative thinker and self-starter; ability to maintain emotional balance, and can remain confident and productive in crisis situations.
5. Demonstrates a high level of responsibility, loyalty, and confidentiality.
6. Excellent multi-tasking, time management, and organizational skills.
7. Team philosophy and good work ethic.

### IV. Preferred Qualifications

1. Experience with Adobe Suite (specifically Photoshop)
2. Experience with web design/website upkeep
3. Experience with managing social media postings (Facebook, Instagram)

### V. Physical Demand and Working Requirements:

1. Possess a valid Virginia driver's license.
2. Able to lift at least 30 pounds without difficulty.