

Colonial Hills United Methodist Church

5247 Vance Jackson Rd., San Antonio, TX 78230

(210) 349-2401

Position: Receptionist

Summary: Colonial Hills United Methodist Church (CHUMC) is looking for a dependable, friendly, and warm person to answer phones and welcome people who come to the church office.

Qualifications

- Some college and/or experience in customer service and reception necessary.
- Good “phone voice” and people skills (must be a “people person”).
- Ability to deal with the public and different personalities in a professional manner.
- Shows an ability to work well as part of a team.
- Proficient computer skills.
- Must be able to maintain strict confidentiality with various situations (i.e church member prayer requests or personal messages for the pastor, etc.)

Job Responsibilities

Receive visitors at the front desk by greeting, welcoming and directing them appropriately. Answer, screen and forward incoming phone calls. Perform various office duties as deemed necessary by Lead Pastor, Church Admin. or other staff.

Accountability

- Reports directly to the Church Administrator.
- Accountable to the Lead Pastor and the Staff/Pastor Parish Relations Committee.
- Hired with a probation period and annual evaluations.
- Timely notification of any absence to the Church Administrator is required.

Benefits

- Regular Part-Time hourly at \$10 hour (with an increase possible at first of year) 20 hrs/week, Monday—Thursday 9:00 a.m—3:00 p.m. (with a 1 hour lunch). Holiday and summer hours may vary.