**Job Title: Receptionist**

**Location: Fellowship Missionary Baptist Church, Minneapolis, MN**

**Job Type: Part-Time**

**Salary Range: $16.30/hour - $20.38/hour**

**Reporting To: Operations Director**

**Position Summary:**

Fellowship Missionary Baptist Church is a vibrant and inclusive community located in Minneapolis, Minnesota. With a commitment to serving and advocating for all members of society, including marginalized communities, the church provides a welcoming and nurturing environment where individuals can focus on their spiritual journey. At Fellowship MB, you will experience a culture of love and acceptance, where everyone is embraced and valued for who they are. This church is not just a place of worship, but a place of unconditional love and support, where individuals can find healing, wholeness, and a sense of belonging. If you are seeking a meaningful and inclusive work environment where you can contribute to the empowerment and spiritual growth of a diverse community, Fellowship Missionary Baptist Church is the place for you.

We are seeking a friendly, organized, and dedicated individual to join our team as a Church Receptionist. The ideal candidate will be the first point of contact for visitors and members, providing a warm welcome and efficient administrative support. This role is crucial in maintaining the smooth operation of the church's daily activities and fostering a hospitable environment.

**Key Responsibilities:**

1. **Front Office Management:**
	* Answer and direct phone calls, taking and relaying messages accurately.
	* Greet and welcome visitors, members, and staff in a professional and courteous manner.
	* Manage the church’s general email inbox, responding to inquiries or directing them to the appropriate staff member.
2. **Administrative Support:**
	* Maintain church records and files, ensuring all documents are organized and easily accessible.
	* Assist with the preparation and distribution of church emails and other communications.
	* Schedule and coordinate appointments, meetings, and events for church staff and volunteers.
	* Manage the church calendar, updating events and activities regularly.
3. **Center for Families (CFF) Tenant Support:**
	* Main contact for CFF Tenants, acting as liaison, communicating inquiries, activities and concerns.
	* Send out monthly rental invoices and recording payments.
	* Prepare annual leases, send out and collect.
4. **Member and Visitor Assistance:**
	* Provide information about church services, programs, and events.
	* Assist with registration for church activities, classes, and events.
	* Maintain and update the church membership database.
5. **Office Management:**
	* Order and maintain office supplies and equipment.
	* Ensure the office area is tidy, welcoming, and well-maintained.
	* Assist with the coordination of facility use and room bookings.
6. **Support to Church Leadership:**
	* Provide administrative assistance to the pastor, staff, and church committees as needed.
	* Prepare and distribute agendas, minutes, and reports for meetings.

**Qualifications:**

* + A strong commitment to the Christian faith and alignment with the church’s mission and core values
	+ Previous administrative experience, including working with various office technologies and systems.
	+ Excellent verbal and written communication skills.
	+ Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and comfortable with using church management software.
	+ Strong organizational skills with the ability to multitask and prioritize tasks effectively.
	+ A friendly, welcoming demeanor with strong interpersonal skills.
	+ Ability to handle confidential information with discretion.

**Education and Experience**

2 years of reception, administrative and/or office coordination experience.

**Preferred Experiences:**

* Previous experience in administrative support, program coordination, or similar role, preferably in a church or nonprofit setting.
* Proficiency in Microsoft Office Suite and other relevant software applications.
* Demonstrated ability to work collaboratively in a team environment and build positive relationships with diverse groups of people.

Physical requirements include the ability to sit for extended periods, stand, walk, and lift up to 25 pounds occasionally.

Please submit your application at the below link.

[LINK TO FMBC RECEPTIONIST APPLICATION](https://forms.gle/W6eYDtKk2nnoU2Q68)

Fellowship Minneapolis is an equal opportunity employer. We encourage applications from candidates of all backgrounds who are dedicated to supporting and coordinating ministry programs that foster spiritual growth and community involvement within the church community.