



JOB DESCRIPTION

Job Title: Office Assistant/Receptionist	Employment Status: Part-Time/30 hours per week, Mon. – Thurs.
Department: Office	FLSA Status: Non-exempt
Reports to: HR & Finance Director	Supervises: N/A

Vision

The vision of The Road Church is a Kingdom of Revolution in the Rockies.

Mission

The mission of The Road Church is to empower people to change the world.

General Description

The Office Assistant/Receptionist provides essential support to various ministries, including the Executive Team and Communications, handling a range of administrative needs. As the welcoming presence of the office, this role is responsible for ensuring guests feel welcome, managing incoming calls, and maintaining an organized and welcoming office environment.

Qualifications

- Proficiency in basic computer skills, including Microsoft Office (Word, PowerPoint), Google Drive, and basic Excel.
- Strong organizational skills and attention to cleanliness.
- Eagerness to learn and adapt to new tasks.
- Ability to work both independently and collaboratively as part of a team.

- Excellent communication skills and a welcoming demeanor.
- Solid understanding of literature and grammar.

Core Responsibilities

Office Management

- Replenish refreshments and maintain the cleanliness of the office, including weekly purchases of snacks and water.
- Water office plants as needed.
- Answer the church phone, screen calls, and forward voicemails to the appropriate parties.
- Welcome visitors and assist with their needs, ensuring a positive experience.
- Manage the check-in system or coordinate coverage in your absence.
- Assist with additional tasks as assigned by the Executive Staff and/or HR Director & Finance Administrator.