

PARISH:	Assumption Parish, Bellingham, WA	TITLE:	Receptionist
NAME:		REPORTS TO:	PAA
DATE:		GRADE:	Z2-3
		HOURS:	24/week

1 POSITION PURPOSE

To greet and refer visitors and callers to the parish, schedule facilities and provide clerical assistance.

2 MAJOR DUTIES AND RESPONSIBILITIES

- A. Assures a hospitable and welcoming presence for parish visitors, providing appropriate assistance and/or referral to visitors. Answers telephone and central e-mail inbox, assuring accurate and prompt transmission of messages.
- B. Provides general information to persons calling or visiting the parish. Utilizes other church, social service, community and/or government directories to provide accurate and helpful information to persons.
- C. Oversees scheduling of parish facilities by approved organizations. Develops and maintains a calendar that identifies the time, date, name of organization, as well as room scheduled to use. Coordinates the use of keys for parish facilities as directed.
- D. Provides clerical assistance as requested by the supervisor including calling to schedule or confirm meetings, filing, collating, copying, sorting and preparing labels.
- E. Adds information into the parish bulletin and Mass announcements, when requested by parish staff or parishioners.
- F. Opens and distributes incoming mail and ensures the mailing of outgoing mail.
- G. Provides assistance to parishioners requesting Mass requests and Mass cards and provides information about stipends.
- H. Supervises volunteer receptionists.

3 APPROVED:

Employee: _____

Date: _____

Supervisor: _____

Date: _____

JOB SCHEDULE

Tuesday – Friday, 9:00 am – 12:00 pm and
1:00 pm – 4:00 pm

JOB QUALIFICATIONS

1. Excellent communication skills
2. Ability to read, write and speak in both English and Spanish
3. Computer experience, especially in Microsoft products such as Word and Excel