



Mission: Centered on God our mission is to feed physical hunger, spiritual hunger and our hunger to be in community.

POSITION: Front Desk Administrator

REPORTS TO: Executive Director

STATUS: PT-Nonexempt 25hrs per week

Position Description:

The Front Desk Administrator attends to the many different office and administrative duties of the church. This position contains an assortment of responsibilities including general office management, bookkeeping, and facilities scheduling.

RESPONSIBILITIES:

General Hospitality

- Serves as the front desk receptionist to receive members and visitors with gracious hospitality and maintains a positive, can-do and joyful attitude.
- Answers incoming calls promptly, routes them to the appropriate departments and takes messages when applicable.
- Maintains general office email and voicemail addressing congregational needs in a timely manner.
- Maintains general knowledge of all ministry projects and can answer questions, identify staff and volunteers associated with assigned projects.
- Handles all incoming mail and packages

Facility Coordination / Management

- Scheduling all events for the church building using church software, managing any related paperwork communicating setups to facility staff.

Office Management

- Responsible for managing, tracking and ordering office supplies and working with vendors on the maintenance of office equipment.
- Manages and trains on office equipment.

Clerical Duties

- Maintains an orderly and clean office and filing system.
- Enter new visitor information into the congregational database including visitor registration cards, first time or recurring givers etc.
- Working in Conjunction with Pastors, coordinates and assists with New Member class and Funeral support-bulletins, updating data base, etc.
- Oversees Baptism registration and connection: Gathers Baptism information, serves as the communication point for families, completes certificates, orders baptismal supplies and makes sure all necessary items for the service are assembled.
- Manages and coordinates Prayer Chain requests.
- Keeps record of funerals and congregation members who have experienced a loss and ensures timely communication including death and anniversary of death cards.
- Ability to provide support in a multitude of functions including copying requests, folding and sorting mailings, data entry, coordinating booklet, reports, forms and other projects that may arise.
- Partners with Marketing Specialist to update the church website, if needed.
- Serves as a backup for the creation and printing of church bulletins.
- Working closely with Volunteer Coordinator and serves as backup for volunteer recruitment for worship including readers, greeters, ushers, communion assistants.
- Other administrative support to ministry staff as needed.

Financial Management



- Financial work includes the accurate data entry of contributions and works directly with the Executive Director on all financial and church reports.
- Provides thank you cards for first time donators.

Education/Experience:

- High school diploma or GED equivalent required.
- Associate degree or bachelor's degree recommended.
- At least two years clerical or administrative experience.

Required Skills:

- Ability to work effectively in a multi-task environment and deadline oriented.
- High level of organization and customer service skills
- Attention to detail
- Effective communication skills both verbally and in writing
- Proficient in Microsoft Office including Word, Excel, Publisher and Adobe

Competencies:

- Strong interpersonal skills in working with different personalities and leadership styles.
- Self-starter with an innovative approach to administration and keen eye for detail.
- Ability to vision and implement programming
- Ability to maintain confidentiality and discretion.
- Ability to take initiative and work with minimal supervision.
- Ability to collaborate well in cross-functional teams and projects across the church.

Working Conditions:

- Schedule may include working evenings, weekends, and extended hours as required by ministry needs.
- Extensive standing, walking, and sitting for extended periods of time.
- Repetitive keyboard and mouse movements requirements.
- Lifting of supplies and equipment up to 10 pounds if necessary.

A mature faith, a personal relationship with Jesus Christ, commitment to ministries of King of Kings and a signed King of Kings Staff Covenant.

ABOUT KING OF KINGS

King of Kings is a vibrant family of faith. We use the term "family" to indicate the heart and spirit of this congregation as we gather in community, grow together and nurture one another in faith — and to indicate the importance we place on families worshiping, serving, and learning together. King of Kings has been blessed with a strong physical presence within the city of Woodbury as it sits atop Radio Drive; yet more importantly, God also calls and challenges us to be a witness in the world so that others may come to know and experience His love.

Our Mission is simple, "Centered on God our mission is to feed physical hunger, spiritual hunger and our hunger to be in community." As a body of faith, we not only seek to address the effects of physical hunger both locally and globally, but our hunger to grow in faith and to be in community with other believers.

We believe that our journey of faith is an ongoing process of growth and mutual investment where people of all ages engage, support, and learn from one another.

We are excited for you to join the amazing staff at King of Kings and grow the mission for God's glory.

1583 Radio Drive
Woodbury MN 55125