

## **Front Desk / Administrative Support Coordinator**

### **Tabernacle Presbyterian Church**

Reports to: Director of Administration

Schedule: Monday through Thursday, 8:30 to 4:30; Friday 8:30 to 3:00

Effective Date: Immediately

Location: On premises. Not eligible for work at home option

Salary: Commensurate with experience; health benefits

### **Position Overview**

The Front Desk / Administrative Support Coordinator supports Tabernacle Presbyterian Church by providing administrative support to senior staff while serving as the "Face of Tab" to congregants and visitors.

### **Qualifications**

- Strong personal Christian faith and the ability to model it in service.
- Excellent written and verbal communication skills.
- Ability to manage multiple projects, meet deadlines, and work with minimal supervision.
- Collaborative working style with staff, volunteers, and ministry teams.

### **Responsibilities**

- Create and maintain a warm, welcoming atmosphere for visitors.
- Control secured access to building and office areas.
- Monitor and respond to general church emails; send routine email communications.
- Receive and distribute incoming and outgoing packages and mail.
- Aid with special events.
- Maintain volunteer database and assist with basic volunteer scheduling and reminders.
- Maintain Realm database.
- Record Sunday attendance.
- Follow-up with visitors
- Integrate new members into volunteer opportunities.
- Assist Director of Media Ministries with preparation of weekly worship bulletins, newsletters, annual reports, and print materials; website and social media content.
- Assist Director of Music/Worship with Communion preparation.

- Assist Pastors with routine administrative tasks.
- Attend staff meetings and collaborate with colleagues.
- Assist with basic volunteer scheduling and reminders.
- Perform general church administrative tasks such as keeping supplies stocked, keeping the church calendar, etc.
- Handling room reservations for meeting/events

### **ADA Requirements**

- Position requires physical stamina, may need to move around the building or events for several hours at a time.
- Ability to lift 20 lbs.

### **Education**

**Required:** Bachelor's degree

**Consideration will be given for appropriate experience in lieu of formal education.**

The first 90 days of employment will be under a probationary period. During this period, both the company and you will determine whether you can perform the requirements of the job you have been assigned.