

## **Receptionist / Clerical Assistant**

PennDel Ministry Network Office  
Mechanicsburg, PA 17055

### **Job Details**

#### **Job Type**

Part-time (*twenty hours per week / 8AM – 12PM*)

#### **Number of hires for this role**

One

### **Full Job Description**

The PennDel Ministry Network’s mission is to produce “Healthy Pastors in Thriving Churches” through its four ministry anchors: Church Planting, Church Recalibration, Minister Care, and Ministry Resourcing. The Receptionist will contribute to the success of this mission through excellent clerical support in the following areas/ministries: Front office receptionist/office assistant.

### **Personal Commitment**

The Receptionist commits to pursuing the lifestyle of a fully devoted follower of Jesus Christ. They are urged to attend an Assembly of God church and adhere to Assemblies of God standards of conduct as stated in our [position papers](#). A cooperative attitude with other team members is expected in order to facilitate a healthy team environment.

### **Qualifications & Skills**

- **Strong Personal Initiative**
  - A self-starter with a strong work ethic; able to think systematically and execute defined vision repeatedly and with excellence; passionate about serving pastors and church leaders
  
- **Strong computer skills**
  - Experience in Microsoft Office Suite (*Excel, Word, Outlook, etc.*),
  - Adobe, Mac (*preferred, but not required*)
  
- **Communication Skills**
  - Customer Service
  - Verbal Communication skills
  - Written Communication skills
  - AVAYA Switchboard / telephone skills (*preferred, but not required*)
  - Friendly, Professional, Adaptable, Patient
  - Problem solving skills

### **Responsibilities**

- Greet visitors entering the building
- Answer and transfer incoming calls

- Answer questions quickly and efficiently
- Maintain front desk neat and organized
- Assists department directors with event prep & clerical needs
- Orders and maintain all office equipment and supplies
  - Equipment - copiers, postage machine, laminator, book binding machine, etc.
  - Supplies – all office supplies needed for all departments
- Oversee all Network bulk mailings (*communicate with USPS when regulations change*)
- Oversee and maintain copiers and order supplies (*maintenance, toners, waste containers, etc.*)

### **Experience**

- Clerical and receptionist experience preferred

### **Education**

- H.S. Diploma required

### **Performance Measures**

- Ninety Day Evaluation
- Annual Performance Evaluation

### **Other**

#### **Schedule**

- Part-time (*twenty hours per week*)
- Monday – Friday (*four hours per day*)
- Additional hours may be required as requested and prior to Network events (*i.e. SUMMIT (May), Thrive Conference (October), Men's Conference (October) ) and other hosted events (i.e. Acts 2 Journey)*)
- Weekly Staff Meetings – Wednesdays, 8:30 – 9:30 AM

#### **Direct Report**

- Network Superintendent's Executive Secretary

#### **Background Checks and Clearances**

- Must be able to pass a PA Child Abuse Clearance, History Clearance, PA State Police Request for Criminal Record Check, FBI Finger Printing

#### **Benefits**

- PTO earned according to hours worked

#### **Work Remotely**

- No

#### **Work Location**

- 4651 Westport Drive Mechanicsburg, PA 17055

#### **Travel**

- No travel required