



Receptionist / Clerical Assistant

PennDel Ministry Network Office
Mechanicsburg, PA 17055

Job Details

Job Type

Part-time

Number of hires for this role

One

Part-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 (*helpful, but not required*)
- **Communication Skills**
 - Customer Service
 - Verbal Communication skills
 - Written Communication skills
 - Zultys telephone switchboard 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 with neatness and organization
- 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 office supplies needed for all departments
- Oversee all Network bulk mailings (communicate with USPS when regulations change)

Experience

- Clerical and receptionist experience preferred

Education

- H.S. Diploma required

Performance Measures

- Ninety Day Review
- Annual Performance Evaluation

Other

Schedule

- Part-time (*twenty hours per week*)
- Monday – Thursday (five hours per day); 7:30AM – 12:30PM
- Additional hours may be required as requested and prior to Network events (i.e. SUMMIT (*in May*), THRIVE Conference (*in October*), Men’s Conference (*October*) and other hosted events (*i.e. Family Camp*))
- Biweekly Staff Meetings – Wednesdays, 8:30AM – 9:30AM

Direct Report

- Network Superintendent Executive Administrative Assistant

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