

The Chapel

Front Desk Coordinator (Sandusky)

Position Description/Overview: Provide administrative support to the pastoral staff and ministry team leaders and present a positive, friendly first impression to those who contact the church by phone or in person.

Campus: Sandusky
Hours: 10-15hours/week during regular office hours (Part Time)

This role requires using organizational/administrative and interpersonal relationship skills. Any candidate needs to be detail-oriented, organized, inviting personality, hospitable, spiritually and emotionally mature, have good communication skills (oral & written) and good computer skills.

Essential Job Functions:

- Maintain a warm, friendly, welcoming environment for guests and office visitors.
- Respond with a positive, friendly attitude to incoming calls and emails.
- Field calls to appropriate persons in a timely fashion, guide callers to voice mail/email when needed. Protect staff from sales calls.
- Answer general questions about The Chapel, ministries and events.
- Constantly update personal and ministry information in our church database system.
- Distribute incoming mail appropriately. Organize/stock workroom and paper areas.
- Order office, janitor and pantry supplies according to budget.
- Assist with office equipment upkeep including calls for repair/technical support when needed.
- Intake assistance request form, field to pastor/financial team
- Communicate information to staff/team leads and alert meal/care teams in a timely manner regarding hospitalized attenders, deaths, births and other important events (mail cards or order flowers as requested).
- Distribute mid-week prayer requests (via website/email) to prayer team; alert pastor of urgent/crisis requests.
- Assist in managing child dedications and baptism sign ups, assist with follow up calls/emails, create and mail out certificates.

Interested? Please send your resume to jobs@thechapel.tv ! Thank you.