



Job Title: Receptionist and Administrative Assistant to Chaplaincy
Department: President's Office and National Ministries
Reports To: Carla Lenox
Staff Name:
FLSA Status: Exempt
Prepared By: Carla Lenox and Lisa Johnson
Prepared Date: 4/21/2016
Approved By: Lisa Johnson
Approved Date: 5/17/16

ABOUT CONVERGE

Converge is a movement of churches working to help people meet, know and follow Jesus. We do this by starting and strengthening churches together worldwide. For over 165 years we've helped churches bring life change to communities in the U.S. and around the world through church planting and discipleship multiplication, leadership training and coaching and global missions.

SUMMARY

Provide exceptional service and clear communication to all Converge constituents and ministries; provide administrative support to the Chaplaincy and the President's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Converge receptionist:
 - Welcomes and directs guests for the Bright Ministry Center.
 - Process outgoing/incoming mail and FedEx shipments.
 - Have a working knowledge of CRM, MS Office, etc.
 - Maintains office supplies and ordering.
 - Coordinates maintenance of office equipment.
- Provides administrative assistance to the President's Office:
 - Processes expense reports.
 - Prepares orientation packets for new churches and pastors.
 - Assists with the Board of Overseer's books and supplies for board meeting.
 - Updates and oversees, in partnership with district offices and ministries, the Converge master calendar for annual/biennial meeting and training dates.
- Administrative Assistant to the Chaplain Endorser:
 - Maintains current and accurate records for the Chaplaincy database.
 - Processes expense reports, annual reporting and other communications as needed.
 - Processes chaplain applications and requests.
- Provides backup support to the Orlando Director of Facilities as needed.
- Other duties may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Complete familiarity with basic computer and office equipment tools and functions. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



EDUCATION AND/OR EXPERIENCE

Two years related experience and/or training.

LANGUAGE SKILLS

Ability to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to speak fluent Spanish is desired.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of U.S. currency and weight measurement, volume, and distance.

REASONING ABILITY

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Travel may be required for various meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk building-wide. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.