

## Part-time Receptionist Position Open for Applications

- 20 hours per week, Monday-Friday, 9 am to 1 pm
- Provide a friendly atmosphere for members and guests either in person or over telephone
- Monitor entrances and security monitor for safety of staff, members and guests
- Operate office machines for weekly printing of bulletins, monthly newsletters and special projects, including bulk mailings
- Order and maintain office supplies and maintain office equipment within annual budget limits
- Assist staff in maintaining good lines of communication with congregation
- Coordinate afternoon volunteer receptionists and other administrative volunteers as needed
- Participate in monthly staff meetings and cross train with other support staff for covering absences.

### Required skills and abilities:

- Have a friendly, hospitable spirit while able to protect church resources and staff,
- Proficient with Microsoft Office software and emailing,
- Familiarity with or able to learn desktop publishing and database software,
- Able to use office machines including a duplicator, copier, folding machine, postage meter and multiline telephone,
- Able to multi-task projects and meet deadlines,
- Able to supervise volunteers kindly,
- Able to sit for long periods of time and tolerate repetitive hand usage
- Able to lift and carry up to 20 lbs and push a cart.

### To apply:

Please submit your resume or completed application (available at the Reception Desk in the parlor or online at [www.lancasterfumc.org](http://www.lancasterfumc.org)) by Sunday, January 21 to the attention of Deb Silvia, Business Administrator.

For questions, please contact Deb Silvia, Business Administrator, at 740-653-3330 or [debsilvia@lancasterfumc.org](mailto:debsilvia@lancasterfumc.org).