



# Westminster Presbyterian Church

## Evening Receptionist (Part-time) Position Description

### Position description

**Title:** Evening Receptionist (Part-time)

**Reports To:** Lead Receptionist

**FLSA Status:** Non-Exempt

**Duties and Responsibilities** include the following. Other duties may be assigned.

- Welcome and direct persons or groups to Westminster spaces.
- Answer phones and direct calls to staff and clergy.
- Have working knowledge of calendar and scheduled activities.
- Communicate with facilities team members or pastors, when necessary, around issues of human need or security.
- Maintain equipment used in area, especially coffee, copier and folding machine.
- Maintain reception area, including supplies and literature resources.
- Perform other related jobs as required.

### Education/Experience:

Associate's degree (A. A. / A. S.) or equivalent from two-year college or technical school; at least three years related office/administrative experience and/or training; or equivalent combination of education and experience.

### Knowledge, Skills and Other Abilities:

- Excellent interpersonal and communication skills
- Ability to interact positively with members and guests from a variety of backgrounds and to represent Westminster in a professional manner
- Ability to handle emergency and stressful situations in a calm manner
- Self-motivated; able to work without close supervision
- Strong written and verbal communications skills
- Supports mission of Westminster Presbyterian Church
- Impeccable attention to detail, high ethical and professional standards.

### Desired but Not Required:

Experience and knowledge of church or non-profit programming or administrative support, corporate background.

### 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. 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 stand; walk; sit; use hands; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and ability to see color.

**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.

**Hours:**

Monday, Tuesday and Wednesday, 3 – 8/9 p.m., weekends, as needed. Hours may vary depending on building use and event schedule.

Weekday and weekend daytime availability is a plus.

**Job Type:** Part-time

**Pay:** \$15.50 per hour

**COVID-19 considerations:** Westminster employees are required to be fully vaccinated (with two boosters) or to complete our vaccination exemption process. Please visit <https://www.westminstermpls.org/covid-updates/> to learn more about our COVID-19 response and updates on protocols.

**Compensation**

This is a part-time, non-exempt position with hours expected to be between 10-15 per week. Hours are not guaranteed and will fluctuate depending on seasonal flow, building events, and building needs. Benefits include free parking and sick leave which accrues at 1 hour per 30 hours worked.

*Please submit application materials, including resume, cover letter, and 2-3 references to: Jessica Willson ([jwillson@wpc-mpls.org](mailto:jwillson@wpc-mpls.org)) and PJ Eichten ([pjeichten@wpc-mpls.org](mailto:pjeichten@wpc-mpls.org)).*