

## **Receptionist & Ministry Assistant**

**Position Purpose:** To support the ministries of Midland Evangelical Free Church through administrative assistance, coordinating front-desk responsibilities, and providing a welcoming environment for guests, callers, and church members.

### **Qualifications:**

- A heart for ministry at Midland Free and a desire to serve the mission of Midland Free.
- A committed Christian who is either a member of Midland Free or willing and eligible to become one.
- High school diploma required, additional administrative training a plus.
- Strong interpersonal and communication skills, both verbal and written.
- Excellent organizational abilities with attention to detail and the capacity to manage multiple tasks efficiently.
- Experience in Microsoft Suite (Word, Excel, Outlook, PowerPoint, Publisher).
- Able to work independently as well as in a team environment.
- Flexible and available to work occasional evenings and weekends as ministry needs arise.

### **Position Relationship:**

- Reports to the Office and Property Manager.
- Assists the Lead Pastor and Elder Board.

### **Position Responsibilities:**

- Serve as the first point of contact for all visitors and callers, providing a warm, professional, and helpful presence.
- Manage incoming and outgoing phone calls, mail, packages, and deliveries (e.g., UPS, FedEx) in a timely and organized manner.
- Provide general administrative support to church staff, committees, and volunteers, including copying, printing, document preparation, and other clerical tasks.
- Oversee the operation and maintenance of office equipment such as copiers, printers and the phone system; coordinate service and repairs as needed.
- Maintain office supply inventory and place orders as necessary.
- Collaborate with the Lead Pastor and Office and Property Manager on other ministry-related projects and administrative tasks as needed.

### **Work Schedule:**

- Part-time, 25-30 hours per week.
- 9:00am to 3:00pm, Monday – Thursday
- Occasional evening and weekend hours may be required.

To apply, please contact [terracarpenter@midlandfree.org](mailto:terracarpenter@midlandfree.org).

