

Church Receptionist / Administrative Assistant

Department: Operations

Supervisor: Executive Pastor

Direct Reports: None

Schedule and Compensation: This is a full-time position (M-F, 9am-4pm, 35+ hours per week with occasional evenings/weekends). Salary is established based on qualifications and experience.

The Church Receptionist / Administrative Assistant serves as the welcoming front door of the church while providing administrative support to the Pastoral Staff. This role is ideal for a warm, organized, and trustworthy individual who enjoys supporting ministry through excellence, hospitality, and attention to detail. The position embodies Valley Bible Church's values in both presence and performance, stewarding information with discretion and serving staff, elders, and the congregation with warmth and professionalism.

Qualifications

- Must be a growing follower of Jesus Christ, possessing true Christian character and example, demonstrating maturity, stability, flexibility and dependability, and a willingness to serve.
- Must be in full accord with the Statement of Faith and Vision Statement of Valley Bible Church, be (or become) a church member, and accept and work within the organizational structure of the church.
- High school diploma or equivalent (associate's degree preferred)
- 2+ years of administrative or office experience (church or nonprofit preferred)
- Proficiency with common office software (MS Office, G-Suite), phones, and basic office machines and equipment
- Must be a collaborative team player who supports pastors and ministry leaders and possesses strong interpersonal skills
- Must work without direct supervision and able to manage interruptions with grace and efficiency
- He/she must have an acumen and demeanor that endears him/her with others.

Responsibilities

- Greet visitors warmly (including unexpected walk-ins) and direct them appropriately
- Answer phones, emails, texts, and general inquiries quickly and professionally
- Set the tone of the office: calm, welcoming, organized, and helpful
- Keep the front office neat, tidy, and guest-ready at all times
- Maintain office supplies: order, stock, and keep materials ready to use
- Sort, distribute, and send mail/packages; coordinate outgoing shipments; manage deliveries
- Prepare church mailings (labels, stuffing, bulk mail, delivery coordination)
- Type and format letters, forms, reports, and other documents
- Provide administrative and scheduling support to the Pastoral Staff as needed (i.e. appointments, meetings, reminders)
- Support internal communication flow between Pastors, staff, and elders
- Maintain the campus calendar and coordinate room bookings
- Coordinate facility requests and communicate needs to staff/teams
- Support funerals/memorials (scheduling, rooms, communication as directed)
- Receive guest counseling/compassion needs with care and refer to pastors per church process
- Support all church events and special events as needed (coordination, communication, logistics support)
- Coordinate with staff/volunteers to ensure events are scheduled, prepared, and executed smoothly
- Protect confidentiality and the reputation of pastors, staff, and the church

Physical Requirements

- Ability to sit, stand, and move throughout the campus
- Ability to lift up to 25 lbs. occasionally

Application at:
valleybible.org/apply

