



Intergenerational. Growing. Mission-Driven.  
An Open and Affirming Congregation

## **RECEPTIONIST**

### **Position Responsibilities and Expectations**

#### **Position Summary:**

The Receptionist is an essential part of Naples United Church of Christ. As the community's first contact with the church, this front office position must be a welcoming presence for visitors and the congregation. This part-time position reports to the Executive Director but supports all NUCC administrative activities.

#### **Key Responsibilities:**

- To serve as first point of contact for visitors and incoming phone calls;
- To be primary guide for vendors, service personnel and visitors;
- To assist with general office operations including mail distribution, outgoing mailings, the sending/receiving of packages, and processing credit card purchases;
- Coordinate and train front desk volunteers;
- To assist in the organization of the front office and staff workroom;
- Maintain office supplies;
- To assist with document copying and production projects as needed;
- To assist with data input and internet searches as needed; and
- Complete other clerical tasks as assigned.

#### **Qualifications:**

- A minimum of a high school diploma or equivalent;
- At least one (1) year of office experience;
- Friendly, positive and helpful disposition;
- Discretion and confidentiality;
- Excellent communication skills, both written and oral;
- Strong computer skills with an interest in learning new systems;
- Highly organized;
- Experience in operating office equipment;
- Ability to answer phone calls in a clear, pleasant & consistent manner;
- Ability to transfer calls, take, and distribute messages for call-back, information, or appointments;
- An understanding of, and acceptance for, people of diverse backgrounds;
- A commitment to the inclusivity of Naples UCC; and
- All employees are required to pass a background check and a drug screening prior to employment.

**Supervisor:** Executive Director.

**Team Relationships:** General, Administrative.

**FLSA Status:** Part-Time (15-20 hours weekly), Non-Exempt.

**Schedule:** Weekdays, preferably mornings.

**Compensation:**

- \$15 per hour; and
- paid bi-monthly;

**Anticipated Start Date:** Immediate.

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**Naples UCC values diversity in all its forms.**

**To Apply:**

Receptionist Search  
Naples United Church of Christ  
5200 Crayton Road  
Naples, Florida 34103  
[jobs@naplesucc.org](mailto:jobs@naplesucc.org)