



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 full-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, outdoing mailings, the sending/receiving of packages, and processing credit card purchases;
- Maintain church calendar and room reservations;
- Set-up on-site meetings
- Coordinate and train office 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;
- All employees are required to be vaccinated against the COVID-19 virus; 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: Full-Time (40 hours weekly), Exempt.

Schedule: Weekdays

Compensation:

- Salary equivalent to \$15 per hour, paid semi-monthly;
- Benefits include: medical insurance, paid time-off; retirement, options for dental and vision insurance; and other “perks.”

Anticipated Start Date: Immediate.

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