

PART-TIME RECEPTIONIST



HOPE FOR THE HEART IS A NON-PROFIT CHRISTIAN MINISTRY WITH A MISSION TO EQUIP PEOPLE WITH BIBLICAL PRINCIPLES TO RENEW LIVES, RESTORE FAMILIES, REVITALIZE CHURCHES AND REPRODUCE INFLUENCERS-WORLDWIDE. TO ACCOMPLISH THIS MISSION WE PRODUCE RADIO BROADCASTS, BIBLE-BASED COUNSELING RESOURCES, PROVIDE TRAINING ON PEER-TO-PEER BIBLICAL COUNSELING, DISCIPLESHIP AND LEADERSHIP DEVELOPMENT.

HOPE FOR THE HEART OFFERS A SMOKE-FREE, DRUG-FREE WORKPLACE WITH AN ATMOSPHERE OF GENUINE CARE, SUPPORT AND LOVE THROUGH JESUS CHRIST; MINISTERING TO ONE ANOTHER AND ALL WHO SEEK HELP AND HOPE.

Location: The Hope Center - Plano, Texas

Department: Human Resources

Type of position: Part-time, Non-Exempt

Reports to: HR Director

Position Objective: To represent the ministry as the *Face and Voice* of HOPE FOR THE HEART, reflecting the organization's commitment to excellence and professionalism. This role serves as the initial contact for all callers and visitors to the ministry.

Major Elements:

FRONT DESK RESPONSIBILITIES:

Perform day-to-day administrative duties required in daily operations of front desk.

- Answer and screen telephone calls in a professional and timely manner, take accurate messages with a high degree of professionalism and courtesy, transfer calls to appropriate employee or voice mail.
- Meet and greet visitors, determine their needs and direct them to the appropriate location
- Exercise considerable judgment and discretion in handling guests entering the reception area
- Respond to all visitors in a courteous and professional manner
- Maintain front desk area in a clean and orderly fashion

Education Requirements: High school diploma or general education degree (GED); or minimum three months' related experience and/or training; or equivalent combination of education and experience.

Additional Qualifications & Experience:

- Ability to utilize multi-line phone system.
- Ability to use advanced office equipment (high yield printers and copiers, iPad, dvds)
- Intermediate to Advanced skills in Microsoft Office
 - Word – standard letters, formatting, etc.
 - Outlook – scheduling meetings, reserving rooms, shared calendars/contacts
 - Excel – create tables and spreadsheets with basic calculations
 - Publisher – create announcements, calendars, signage, etc.
- Understands the importance of having a professional appearance

ADDITIONAL ASSIGNMENTS MAY INCLUDE:

- Serve the Events Team and other HFTH departments as needed, and approved by supervisor
- Assist with catering to ensure room requirements for team luncheons are efficiently coordinated
- Coordinate ministry birthday and anniversary celebrations
- Maintain inventory of HFTH products and supplies as assigned by supervisor
- Use personal transportation to purchase gifts or supplies on occasion, as requested by supervisor

Character/Spiritual Qualities: Possess a desire to actively minister to others within and outside the ministry; whether they are vendors, constituents, partners or volunteers. As such, each team member is called to actively impact others with Biblical principles for Christian living through sharing in prayer, scripture references, Biblical illustrations, and personal testimony.

For an overview of our ministry and to view more career opportunities, visit our website at www.HopeForTheHeart.org

To Apply:

Please email your resume and cover letter to

Jobs@HopeForTheHeart.org.

No calls, please.