

The Episcopal Diocese of Texas Position Description

Job Title: **Receptionist**

Division: **Office of the Bishop Diocesan**

Reports to: **Executive Assistant to the Bishop Diocesan**

FLSA Status: **Non-Exempt**

GENERAL SUMMARY

Founded in 1838, the Episcopal Diocese of Texas serves over 150 churches across 57 counties in Texas. Headquartered in downtown Houston, we are seeking a receptionist as a member of the Bishop's Office Team with strong interpersonal skills, good verbal and written communication skills, proficiency at managing data and digital records, and great attention to detail.

Essential Functions and Responsibilities

- Hospitality Duties
 - Meet and greet guests
 - Answer, screen and direct calls, providing information requested in a professional manner.
 - Follow protocol in handling ambiguous or difficult calls and visitors
 - Oversee appearance of entrance and lobby
 - Direct people to meetings and validate parking
 - Facilitate access to building
 - Organize greeting/sympathy cards for staff life events
 - Administrative Duties
 - Coordinate meeting room reservations using MS Outlook calendars
 - Receive, sort, and distribute mail and incoming packages
 - Maintain contact lists for various internal and external groups
 - Provide administrative support to Bishop's Office Team, as needed, such as:
 - Support data entry and database maintenance
 - Scan paper files for digital records and file paper records
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 - Prepare shipping and mailings
 - Provide inter-departmental administrative support, as approved by supervisor
 - Perform all other duties as assigned
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Education and Experience

- Some college preferred
- Minimum of 3 years work experience
- Proficiency in MS Outlook, MS Excel, MS Word, Adobe Reader

Qualifications desired

- Commitment to Jesus Christ as Lord and a vision for how providing hospitality and administrative support to the Diocesan Office enhances the work of God's Kingdom.
- Embody the EDOT Staff Core Values: Professionalism, Joy, Bridge-building, Humility, Integrity, Creativity, Holy Ambition.
- Develop healthy, positive relationships with a diverse set of diocesan stakeholders.
- Ability and desire to work independently, multi-task, and prioritize work.
- Personable and professional in communicating in-person, on phone, and online.
- Demonstrated ability to handle confidential information.
- Have or develop knowledge of protocols for communications within the Episcopal Church.
- Familiarity with electronic communications, word and data processing.
- Have strong organizational and administrative skills; highly attentive to detail.
- Meet deadlines with consistency.
- Capacity to wrestle with complexity and to strategically navigate ambiguous situations with integrity, diplomacy, professionalism, and emotional intelligence.
- Eagerness to become fluent in EDOT's organizational structure and philosophy, making appropriate referrals as needed.

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions.

- Physical demands: While performing the duties of this job, the employee is often required to walk, sit, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms, talk and hear. Employees must occasionally lift and /or move up to 15 pounds. Specific vision abilities required by the job include close visions, distance visions, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work environment: while performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

How to Apply

Please e-mail resume and cover letter to: zturnbull@epicenter.org