

## The Episcopal Diocese of Texas Position Description

Job Title: **Receptionist**

Division: **Office of the Bishop Diocesan**

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

FLSA Status: **Non-Exempt**

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### 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.

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### 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
    - Communicate issues related to courtyard, parking garage, and other external facilities
  - Administrative Duties
    - Coordinate meeting room reservations using MS Outlook calendars
    - Receive, sort, and distribute mail and incoming packages
    - Create weekly Staff Meeting notes for internal publication
    - Maintain Staff Directory for various internal and external distributions
    - Provide administrative support to Bishop's Office Team.
      - Scan paper files for digital records and file paper records
      - Maintain the bishop's Christmas Card mailing list
    - 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

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- 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 ambitious 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.
- *The work requires the continuous use of telephones, computers, copiers, and similar business devices*
- 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](mailto:zturnbull@epicenter.org)