



<b>Title of Position</b>	Receptionist – Family Room
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**Supervisor:** Staff Development Director

**Hours:** Part Time (30hrs/week) 12:00 Noon- 6 PM

**Salary:** Hourly

**Required Meeting Attendance:**

- Church Attendance: Attend Open Door Fellowship church service
- Open Door Fellowship quarterly chapel service
- Open Door Ministries staff meetings (one meeting and one training/month)

### Job Purpose

The Family Room is a frontline ministry of hospitality to the homeless and our community for Open Door Ministries. The Administrative Assistant in the Family Room provides a friendly, calm and orderly presence at the reception desk of the Family Room.

### Duties and Responsibilities

- Greet and assist staff, program participants and others who come to the Family Room
- Coordinate the Coffee Hospitality for staff and guests to the Family Room
- Front Desk Receptionist for ODM & ODF, cover telephones using switch board
- Assist with copying and faxing
- Maintain Family Room cleanliness and assist volunteers to help you
- Administrative Assistant to Family Room Coordinator
- ODM and ODF secretarial duties
- Maintain hygiene and clothing resources and inventory for Family Room
- Other duties as assigned by the Staff Development Director (Direct Supervisor)

### Qualifications

- *Strong working knowledge* of PC's, Microsoft Office (Word, Excel) and Google Docs (calendar, sheets, and docs) and strong typing skills must.
- Good written and verbal communication skills
- Good organizational and hospitality skills
- Peer Specialist experience a plus
- Experience in homeless networking and resources in the Denver community
- Strong flexibility and multitasking capabilities are required in this fast moving environment.
- High comfort level with sharing your faith, your story, sharing the gospel and praying with staff, homeless friends and others.

### Intangibles

- Lead in being a heartfelt team member of the Open Door Ministries staff
- Have a daily walk with Christ

- Show respect for the leadership and members of Open Door Fellowship and all members of our community
- Cover those in your area of leadership with prayer

### **Work Environment and Physical Demands**

- Work environment is fast moving
- Work environment is both indoor and at a desk
- This job involves sitting, standing and walking