



Dallas Campus Receptionist Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

JOB TITLE: Dallas Campus Receptionist

FLSA STATUS: Non-Exempt

DEPARTMENT: Operations

REPORTS TO: Operations Assistant

POSITION SUMMARY: Responsible for presenting a positive image and first impression to those who contact the church by phone or in person, as well as helping the Operations team and other staff with projects or needs. Responsibilities include fielding telephone calls, welcoming guests, and managing the general church email inbox.

SPIRITUAL GIFTS:

- Administration
- Serving
- Hospitality

ESSENTIAL SKILLS & EXPERIENCE:

- 1-2 years of experience in administration is preferred
- Seasoned experience in Microsoft Office Suite (Outlook, Excel, etc.)
- Excellent communication and organizational skills

POSITION RESPONSIBILITIES:

- Reception
 - Warmly welcome guests to the Watermark offices and direct them as needed
 - Field telephone calls and answer questions as applicable
 - Respond to and/or forward emails from the public that come through the Watermark website
 - Engage with Pastor-On-Call walkups and phone calls
 - Help recruit, train, and develop a volunteer receptionist team to provide coverage when the full-time receptionist or other staff are not available
 - Coordinate & schedule volunteers for phone/desk coverage (e.g. all-staff events, vacation, etc.)
- Administration
 - Maintain Staff Directory & extension list
 - Order office supplies, paper, and books
 - Assist in certain parts of office upkeep (e.g. conference rooms)
- Other
 - Editing message transcriptions for website
 - Help other assistants with projects on an as-needed basis

MARKERS OF AN IDEAL CANDIDATE:

- Flexible and adaptable
- Warm, hospitable, empathetic, and joyful in demeanor
- Dependable, tactful, friendly, professional, and service-oriented attitude
- Passion for representing Christ and the church to those who reach out
- Passion for supporting church staff and operations

Other responsibilities may apply. The position may also account for the gifts and passions of the individual.