

Position description: **Receptionist**

Our Savior's Lutheran Church (OSL), Sioux Falls, SD

Employee Category III, Regular Part-time (20-25 hr/wk), Non-exempt

Primary function: This position provides a variety of administrative and secretarial functions in support of Our Savior's Lutheran Church: greeting and routing visitors; routing telephone calls and mail; utilizing OSL computer software as needed; assisting in projects as requested.

Source of Supervision: Director of Operations

Core ministry area: Critical to the smooth operation of the church office, the Receptionist provides essential support to the Operations Team and other staff, while presenting a personable and professional presence to all who interact with the church office.

Required skills and competencies:

- A. Friendly, diplomatic, tactful, and capable of keeping information confidential.
- B. Proficiency in oral and written communication.
- C. Collegial with staff and volunteers in a large church setting.
- D. Skilled in gathering and reporting information.
- E. Self-motivated and willing to serve.
- F. Proficiency in basic secretarial duties.
- G. Hold a high school diploma or its equivalent (required).
- H. Demonstrate proficiency with Word, Excel, Outlook, and church database software.
- I. Be committed to Jesus Christ with clear understanding of the Lutheran perspective of the Christian faith.

Work performed:

- A. Receptionist
 - 1. Answers incoming calls and either refers to or takes messages for the appropriate persons.
 - 2. Responsible for prompt routing of urgent calls or messages to appropriate person or designee.
 - 3. Greets all persons who enter office area in a courteous and professional manner and offers assistance.
- B. Secretary to pastoral staff
 - 1. Provides assistance as needed.
- C. Assist with purchasing of office supplies
 - 1. Maintain adequate inventory of all office supplies.
- D. Other
 - 1. Work collegially and cooperatively with the pastors, staff, volunteers, and members of the congregation in carrying out church responsibilities.
 - 2. Perform other duties as assigned by the Operations Team and Church Leadership.

Physical Requirements:

- A. Must be of the mental and physical capacity to observe, interact, and communicate with youth, staff, volunteers, parents, etc., to ensure the safety of the space and others, provide guidance and reflection per role's function and goals.
- B. Ability to stand/sit for long periods throughout a shift.
- C. Ability to operate various types of general office equipment including PC, telephone, copier, etc.

Approved: August, 2026