

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. **Title of Position** Conference Receptionist
2. **Classification** Support Staff
3. **Supervisor** Assistant Director of Office and Conference Services

4. **Responsibilities**

a. **Overall purpose of position**

To practice radical hospitality as the initial voice and face of the Indiana Conference office, greeting and welcoming guests and providing informative responses to inquiries

b. **Essential functions**

- 1) Answer incoming phone calls, providing as much assistance as possible or directing them to the appropriate person
- 2) Receive visitors
- 3) Set up meetings/conference calls, as requested by supervisor (send notices, secure location, meals and housing if needed for meetings)
- 4) Word processing, data entry, etc. as assigned by supervisor

c. **Occasional functions**

- 1) Assist at Annual Conference Session or other off-site events as requested by supervisor
- 2) Assist in cleaning break room and hospitality area when necessary

d. **Supervision of staff/volunteers (if any)**

(none)

e. **Workplace requirements**

Available to work on a full-time basis in the Conference Center in Indianapolis

f. **Budget accountability**

(none)

5. **Qualifications required to carry out this position: knowledge, abilities, and skills**

- a. Knowledgeable and supportive of the mission and ministry of the United Methodist Church
- b. Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
- c. Pleasant personality conveyed on the phone and in person

- d. Computer competence, including experience with Microsoft Office, e-mail communication, and navigation of websites
- e. Knowledgeable of general office equipment including copiers, fax machines, postage machines, transcribing machines, etc.
- f. Dependable and trustworthy
- g. Team player

6. Additional comments that may aid in describing the work of this position

(none)