



abiding Care

RECEPTIONIST JOB DESCRIPTION

Objectives of the position: To make sure that each person who enters our building, calls or texts us is greeted warmly, made to feel welcomed and assisted in a timely manner. This position also focuses on the smooth functioning of the organization by assisting with typical receptionist duties, administrative and clerical tasks, as well as helping with the running of our social media programs, fundraising events, and other tasks as needed.

Reports to: The Executive Director

Status: Part-time (3 days a week to start – potential for more for the right person)

Minimum Qualifications:

- Have a vibrant, personal and growing relationship with Christ as Lord and Savior
- Hold a Biblical view of the sanctity of life (100% pro-life) and sexual purity
- Be in agreement with the Values, Statement of Faith, and policies of the center
- Have experience in office type work
- Have good computer skills & knowledge
- Be able to stay organized and multi-task well (keep things running smoothly!)
- Be able to respect and keep information confidential is an **absolute must**
- Have a friendly, clearly understood voice
- Have a neat and clean appearance, good hygiene
- Be able to greet clients & visitors warmly – learn their names and be ready for them
- Must have attention to detail and be able to follow instructions
- Must be willing to work with all kinds of people
- Be dependable and responsible (including having reliable transportation) and committed to the ministry
- Be willing to be part of a team and work to keep Center unity

Preferred Qualifications (desired but not required):

- Prior ministry experience
- Able to navigate social media
- Eye for graphic design

Essential Functions:

I. Reception – run the front desk area

- Answer phone calls as trained
- Schedule appointments according to the guidelines and procedures of the center
- Coordinate schedules with applicable volunteers and staff
- Greet clients, keep them apprised of any delay in appointments, offer refreshments
- Keep desk and reception area clean, orderly and sanitized, according to Center procedures
- Perform opening and closing duties

II. Administrative

- Help with staff and volunteer appreciation events, gifts, etc.
- Assist the Executive Director and other department directors with performing office administrative duties as requested
- Any other clerical or administrative duties as needed

III. Miscellaneous

- Social media help
- Fundraising event help (will need to be available to work at our fundraising events)
- Other duties as assigned by the Executive Director

Last Modified: 10/17/25

Prepared By: Carrie Kraucyk, Executive Director

Approved By: Board

Employee Acknowledgement:

I have read and understand the Position Description for the position I hold at Abiding Care. A copy of the Position Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at Abiding Care.
2. It does not constitute an employment contract with Abiding Care.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Abiding Care.

I understand and agree that my employment with Abiding Care is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____