



## Job Description

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**Job Title:** Receptionist

**Department:** Facilities

**Reports To:** Bo Jones

**FLSA Status:** Non-Exempt

**Prepared By:** Bo Jones & Jordan Bayer

**Prepared Date:** 5/13/2025

**Approved By:** Dr. Tim Ponzani

**Approved Date:** 5/14/2025

### ABOUT CONVERGE

Converge is a movement of churches working to help people meet, know and follow Jesus. We do this by starting and strengthening churches together worldwide. For over 170 years we've helped churches bring life change to communities in the U.S. and around the world through church planting and discipleship multiplication, leadership training and coaching and global missions.

### SUMMARY

The receptionist serves as an initial point of contact for Converge constituents and ministries, greets visitors to the Orlando office, and provides administrative and clerical support to the Orlando Staff as needed. This role will assist the Facilities team with event planning, setup and coordination.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Welcomes and directs guests at the Bright Ministry Center.
- Processes outgoing/incoming mail and parcel shipments.
- Has a working knowledge of Windows based computer systems including MS Office.
- Maintains office/kitchen supplies and orders as needed.
- Coordinates maintenance of office equipment.
- Answers and dispatches incoming calls to the appropriate personnel.
- Provides back-up support to the Orlando Director of Facilities and Event Coordinator as needed.
- Routinely updates the Converge Events Calendar with input from the various Converge Regions

- Other duties may be assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have complete familiarity with computer functions. This position may be required to use other software as technology changes. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High School Diploma or GED equivalent and at least two years' related experience and/or training.

#### **LANGUAGE SKILLS**

Ability to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to speak fluent Spanish is desired.

#### **MATHEMATICAL SKILLS**

Ability to perform basic mathematical operations using units of American money and weight measurement, volume, and distance.

#### **REASONING ABILITY**

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.: Travel may be required for various meetings and events. While performing the duties of this job, the employee is regularly required to sit, talk and listen. The employee is occasionally required to stand and walk building wide, and assemble and transport boxes of materials weighing up to 40lbs. Specific vision abilities required by this job include close vision.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions: Minimal travel may be required for special department events or the

purchase of office supplies. The office environment is very collaborative with the expectation of cross-department meetings. The work environment is a mix of offices with doors, cubicles, and meeting spaces. The noise level in the work environment is usually minimal to moderate.