

Receptionist

Background

Gateway Mission serves as a first step toward a new life for homeless men, women, and children across West Michigan.

We provide emergency services and long-term discipleship programs that offer help and lasting hope. This Christ-centered care helps our neighbors overcome the root issues of poverty, addiction, and homelessness so they can rebuild their lives, from the inside out. Our desire is to help every person who walks through our doors experience lasting transformation . . . From broken to beautiful. From lost to loved. From hopeless to hopeful.

Gateway Mission is committed to seeing lives transformed through a relationship with Jesus Christ. It takes a team of dedicated men and women who have been called by Christ to accomplish this mission.

Development/Admin Team

Our ministry is funded primarily through compassionate individuals, churches, businesses, companies, and foundations, but also through the revenue from our social enterprises. The generosity of our community, in both monetary and material donations, is vital to the help and hope we provide our guests.

Gateway Mission is a 501 (c) (3) non-profit ecclesiastical ministry operating under the direction of a volunteer Board of Directors elected from a broad cross-section of Christians in the community.

Receptionist

The Receptionist role answers and directs calls to the appropriate extensions; greets visitors; gives staff support to development, administration, and other departments as appropriate.

The ideal candidate has:

Education & Experience:

- Minimum high school graduate required; some college preferred
- Minimum 1-2 years' experience in office/administrative setting; working with the public preferred
- Experience/knowledge of homelessness culture preferred

- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

Skills & Abilities:

- Strong communication skills – written, verbal and electronic communication.
- Basic computer skills preferred (Microsoft Office, Outlook, Teams, data entry)
- Ability to learn new software

Personal Characteristics:

Fulfill all aspects of position job description according to the biblical principles and philosophy of ministry as defined by the Gateway Mission Statement of Faith, Principles of Influence/Qualifications for Employment, and Mission/Vision/Values profile.

To Apply:

For a complete job description or to apply with resume/cover letter email

HR@hopefoundhere.org For a full list of open positions visit [Careers - Hope Found Here](#).

Phone inquiries may be directed to **Deb Vogel** at **616.396.2200**. Accepting resumes thru **May 30, 2025**.

To Learn More:

[Gateway Mission - YouTube](#)