



JOB DESCRIPTION

Position	Department	Reports to
Receptionist	Development	Director of Constituent Services
Employment Status/Schedule	FLSA Status	Salary Level
Part time 1 st shift-20 hours/wk	Non-Exempt	6
Location	JD Number	Last Update
Gateway Center	14-05	5-8-25

Purpose/Mission/Vision

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. Our mission is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate. Our vision is to equip each person we serve to follow Jesus and live as a productive citizen. Gateway Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Gateway Mission have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

Position Summary

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

Essential Duties & Responsibilities

- Greet and assist all visitors in a warm and friendly manner.
- Provide security for the Administrative Offices by screening visitors, providing name tags, and directing them to the proper staff members
- Answer and direct calls to appropriate parties.
- Provide clerical support to staff as directed by the Development Director, including, but not limited to typing, copying/printing, collating, and stapling printed material, assisting with all mailings including receipt letters, general correspondence, etc.
- Offer support to staff using office machines (i.e., copier, fax, shredder, postage meter)
- Sort and distribute mail to appropriate departments.
- Order office, accounting supplies; order Gateway Mission promotional material as directed.
- Assist with Administration tasks as assigned by Leadership team
- Maintain cleanliness and professional atmosphere of reception area.

- Assist with correspondence to Prayer Partners monthly.
- Write thank you notes as directed.

Personal Qualifications

- Practicing believer in the Lord Jesus Christ
- Be an active member of a local evangelical church community
- Desire to meet the physical needs and spiritual needs by sharing the good news of the Gospel

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 and Abilities

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

Physical Activities/Demands & Work Environment

- Stand, sit, walk regularly; lift occasionally to perform job functions
- Manipulate, handle, feel, and control items or equipment
- Read, write, and interpret written documents
- Lift and move objects weighing up to 35 pounds
- No adverse environmental conditions expected

2 Timothy 3:16-17 “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)

Employee Signature _____

Date _____

Disclaimer This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform and other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and are subject to possible modification to reasonable accommodate individuals with disability. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minim levels of knowledge, skills, or abilities. This document does not create an employment contract implied or otherwise, other than an 'at will' relationship.

Gateway Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.