



# CrossPointe Church

## Job Opportunity

### Position Title:

Church Receptionist / Staff Secretary & Social Media Content Creator

Reports To: Lead Pastor

Schedule: Monday – Thursday, 9:00 AM – 5:00 PM (32 hours/week)

### Position Overview

We are seeking a friendly, organized, and creative individual to serve as our Church Receptionist / Staff Secretary and Social Media Content Creator. This vital position supports our paid pastoral and support staff and serves as the welcoming front-line presence for guests, members, and callers. The role also includes responsibility for working with our media director to create engaging content across our church's social media platforms to enhance communication and outreach.

### Key Responsibilities

#### Reception & Office Administration

- Welcome and assist church visitors and members in a professional, Christ-like manner
- Answer incoming phone calls, return voicemails, and direct inquiries appropriately
- Maintain a clean, organized front office environment
- Handle mail and deliveries
- Manage and update the church calendar, including meetings and facility usage
- Prepare weekly bulletins, newsletters, and printed communications
- Maintain church records, contact lists, and other administrative databases
- Provide general office support for ministry staff

#### Staff Secretary Duties

- Provide administrative support to all paid pastoral and support staff
- Assist with coordinating meetings, preparing documents, and event planning
- Record and distribute staff meeting notes as needed
- Help ensure clear communication among team members
- Note: This role supports the broader team and is not the executive administrator to the Lead Pastor

#### Social Media & Digital Communication

- Work with our media director to create and schedule engaging content for church social media accounts (Facebook, Instagram, etc.)

- Promote events and ministry opportunities through digital channels
- Collaborate with ministry leaders to gather content and capture stories
- Monitor and respond to comments and messages as appropriate
- Maintain brand consistency and positive church representation online
- Assist with simple website updates (training provided if needed)

### **Qualifications**

- A committed follower of Jesus Christ, aligned with the church's mission and values
- Friendly and professional demeanor with strong interpersonal skills
- Organized, detail-oriented, and dependable
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Comfortable using Canva and social media tools (Facebook, Instagram, etc.)
- Ability to manage multiple tasks and maintain confidentiality

### **Work Environment**

Office-based role with typical administrative physical requirements (sitting, typing, light lifting)

Business casual dress in a ministry-appropriate and welcoming environment

### **To Apply**

Please submit your cover letter and resume to:

[matt@crosspointewesterville.com](mailto:matt@crosspointewesterville.com)