



Prince of Peace Lutheran Church
13801 Fairview Drive • Burnsville MN. 55337
popmn.org

JOB DESCRIPTION

Part Time Receptionist

Status: Part time 16 hours/week

Mondays, 8-4:30pm

Tues, Wed, Thurs 8-noon

Who We Are: Prince of Peace Lutheran Church (POP), is an ELCA congregation of 5,600 members located in the southern Twin Cities suburb of Burnsville, MN. At our core we seek to see the Gospel transform lives. We do this through providing robust mission opportunities through our onsite food shelf and dental clinic, providing thought provoking sermon series, traditional and contemporary worship geared for excellence, and learning and personal growth opportunities for all ages.

Job Summary: The part time Front Desk Receptionist will provide a welcoming presence to all entering our building. They will assist in finding the correct room/meeting space and connect with group leaders, as needed. They will work closely with the facilities staff to ensure building security and safety. On occasion, there will be projects to be completed during their time at the desk.

Essential Functions:

- Greeting visitors as they enter the building, providing information and directions
- Answer the main telephone, transfer calls, take messages, update general messages on the telephone
- Provide staff support for data entry as needed and as time is available
- Create lists for lost and found items and other spreadsheets, as needed
- Assist with mailings, as available
- Make follow-up or invitational phone calls as time is available

Core Competencies:

- Warm, welcoming presence
- Ability to stay calm
- Keep confidential information
- Basic Microsoft Office skills in Excel and Word
- Efficiency and organizational skills

Other Responsibilities:

- Works collaboratively with the entire POP team and provides support as needed to other POP ministries.
- Other duties as assigned.

Minimum Qualifications:

- Two years' experience in an office setting

Physical Requirements:

- Ability to sit or stand for long periods of time. Ability to use a computer and keyboard. Ability to lift up to 20 lbs.

Salary: \$18-\$19/hour

To Apply: Send resume to Lauren Rathke at lrathke@popmn.org

Prince of Peace encourages diversity in its workforce. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Note: This job description is intended to describe the general nature and level of work to be performed and is not to be construed as an exhaustive list of responsibilities. Any statement contained herein does not establish a contract for employment and may be subject to change at the discretion of the employer.