

Reception & Office Assistant

Working Days: 32 hours a week; Monday - Thursday; a spirit of flexibility is expected

About The Meeting House

We feel God is calling us into a new vision: Introducing spiritually curious people to the Jesus-centred life through a movement of Jesus-centred churches. What does that mean? Through our Meeting House sites and expressions across Southern Ontario, and new Jesus Collective network, our desire is to honour God by proclaiming the irreligious message of Jesus and fostering loving communities of fully committed Christ-followers in a way that makes sense for that local context. We are all about Jesus first, which we believe results in our values of peace, simplicity, community, and mission. We are reimagining what it would look like to be a church that is fully activated for mission and engaging the spiritually curious around us. We are committed to evangelism and kingdom growth within our existing footprint, and uniting with other Jesus-centred churches to amplify our Kingdom impact beyond our footprint in ways we have not imagined before. We need people who share excitement about this spirit-led vision and want to contribute their gifts, skills, expertise and heart to this transformation! Check out our website for more details: www.themeetinghouse.com.

Role

The Reception and Office Assistant will provide administrative support to the Operations team and provide reception coverage at The Meeting House office in Oakville.

Requirements

- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Maintain and model spiritually thriving relationship with Jesus
- Excellent relational, personal communication and hospitality skills
- Strong administrative and organizational skills with the ability to enter data accurately and efficiently
- Ability to work independently, multi-task and work effectively amid constant change
- Strong typing and computer skills (i.e. Google Docs, Excel, Word, Power Point, Publisher), as well as the ability to learn new programs quickly
- Must be logistically minded, and know how and when to take initiative
- Previous reception experience is preferred

Responsibilities

- Maintain a welcoming and professional environment for all guests and visitors
- Answer all calls into the main switchboard during office hours
- Assess inquiries by phone or email and redirect appropriately
- Complete timely and accurate data entry of various forms
- Coordinate communication back and forth between the sites regarding content for Sunday morning programs including copy editing and formatting
- Create name tags for volunteers
- Check weekly theatre usage
- Provide booking and coordination support for weddings
- Manage incoming/outgoing mail
- Ensure kitchens are well stocked, clean and tidy
- In coordination with Facility Manager, ensure walk around building is done at the end of each day



- Other duties to support the organization

Relationships

Reports to: Site Support Manager

What We Offer

You will lead and work alongside amazing people in our community who love Jesus and are learning to put into practice what it means to follow Him. You will join a staff team who genuinely care for each other, love what they do and strive to work to the best of their abilities. None of us are superstars; we just try to authentically follow Jesus together. We are a fast-paced organization and are willing to try new things and experiment if we think something else will be more effective. We often fail first before finding what works best.

The Meeting House is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.