

Position Title: Workroom/Reception Supervisor
Reports to: Cody Colgrove, Ministry Area Leader
Payroll Status: 25 hours a week

The Basics:

- A growing relationship with Jesus Christ demonstrated in character as outlined in I Timothy 3 and Titus 1
- A humble and teachable spirit born out of personal security in Christ and an understanding of his/her God-given ability
- A life dependent on the Holy Spirit and faith as demonstrated by an active prayer life
- Loves people and Lincoln Berean Church and regularly attends weekend services
- Supports the core beliefs of LBC
- Trustworthy, honest and considers confidentiality a priority

The Details:

- Supervise the workroom
 - Help resource the current workroom staff
 - Collaborate with Communications team for continuity within ministries for print needs
 - Order and stock supplies
 - Print, fold, bind, etc. various print pieces
 - Bulk mailings and daily mail
- Supervise our reception area
 - Supervise and lead our five receptionists (backup when necessary)
 - Set the schedule every month
 - Update front desk resources
 - Oversee hiring and training of new receptionists

Skills:

- Experience with Microsoft Word, Excel, Adobe and Outlook
- Experience with coordinating multi-faceted projects
- Experience overseeing multiple staff
- A self-starter with an attention to detail
- Able to anticipate needs before they arise
- An outgoing personality who loves working with all types of people

Bonus Points:

- Experience with InDesign, Publisher or Photoshop
- Frequent changes and interruptions do not fluster you