



## **Receptionist Position**

*Holy Trinity Greek Orthodox Cathedral - Charlotte, NC*

### **Position Overview:**

The Receptionist at Holy Trinity Greek Orthodox Church serves as the welcoming presence and first point of contact for all visitors, parishioners, vendors, and callers. This role is vital in ensuring the smooth daily operations of the parish office and in supporting the clergy, staff, and ministry leaders in their work.

### **Key Responsibilities:**

#### **Front Desk & Communication:**

- Answer phones professionally and relay messages to priests, staff, and ministry heads.
- Manage and respond to email.
- Listen to and respond to voicemails in a timely manner.
- Greet and assist all who enter the church, including parishioners, visitors, vendors, and sales representatives.

#### **Mail & Deliveries:**

- Distribute incoming mail to the appropriate staff and ministries.
- Accept and handle deliveries from UPS, FedEx, couriers, and other carriers.

#### **Liturgical & Special Event Preparations**

- Arrange for flowers for Epitaphios, Mother's Day, and other special occasions.
- Maintain and coordinate the icon sponsorship list.
- Collect names for prayer services and give them to the priest.

#### **Administrative & Financial Duties**

- Collect, record, and direct to Financial Secretary of financial contributions for the Christmas card, poinsettias, Pascha items, icon flowers, and festival patrons.

### **Qualifications & Skills:**

- Strong interpersonal and communication skills with a warm and welcoming demeanor.
- Organizational skills and attention to detail, particularly in handling emails, messages, and financial records.
- Ability to multitask and work efficiently in a dynamic church office environment.
- Familiarity with the Greek Orthodox faith and traditions is preferred but not required.
- Basic computer proficiency, including email management and document organization.
- Fluent in Greek.

**Position Includes:**

- Directly reports to Parish Admin
- Annual review with Parish Admin
- First month training; second month review with Parish Admin and a Parish Council Member
- Annual Contract (after 3 month probationary period)
- Part-Time, In Person, 6 hours daily (ex:10:00am - 4:00pm), Monday - Friday

***\*All staff members are required to assist during the annual Yiasou Greek Festival, as part of their role and contribution to Holy Trinity***

**Compensation:**

- \$31,000

***\*\*Please note that this job description is intended to outline the general duties and responsibilities of the role. The scope of the position may evolve, and you may be asked to take on additional tasks as needed.\*\****