

Position Description

Front Desk Associate



Job Description

ECRC is seeking a reliable, welcoming, and organized Front Desk Associate to serve as the primary point of contact for our community. In this part-time role (15–17 hours/week), you will greet visitors, handle communications, and provide essential administrative support to our staff and congregants.

Schedule & Compensation

- Hours: 15–17 hours per week.
- Days: Monday, Tuesday, Thursday (8:30AM – 12:00PM) and Wednesday (7:00AM – 1:30PM). Potential for a late start time on Wednesdays for the right candidate.

Core Responsibilities

- Greet and assist all visitors, staff, and walk-ins with a warm, professional demeanor.
- Answer incoming phone calls, route inquiries to the correct ministry, and take detailed messages.
- Manage daily email communications with staff, congregants, and community members.
- Execute routine administrative tasks and clerical duties to support daily operations.

Qualifications

- Friendly, personable, and an active listener.
- Personal relationship with Jesus Christ.
- Proficient with basic computer tasks and Gmail.
- Willingness to learn church-specific software (e.g., Planning Center) and Google Suite.
- Willingness to operate standard office machinery (e.g., copier, postage meter).
- Proven track record of consistent and punctual attendance.

About Elmhurst CRC Located in Elmhurst, Illinois, Elmhurst Christian Reformed Church (ECRC) is a vibrant community of believers located in the western suburbs of Chicago. Our vision is to help everyone take next steps up, in and outward in relationship to the Father, Son and Holy Spirit. Learn more at elmhurstcrc.org.

Email cover letter and resume to executive.director@elmhurstcrc.org.