

Front Desk Campus Assistant

Part-Time | Non-Exempt | Simi Valley

WHO WE ARE

Working at Real Life Church is about so much more than a career—it is a calling. Our dedicated employees are the lead stakeholders in Real Life’s mission, vision, and values. We work hard to lead and develop Real Life Church ministries, helping people find and follow Jesus by being a church that unchurched people find irresistible

WHO WE ARE LOOKING FOR:

- A Christian who is, or is willing to become, a member of Real Life Church.
- An individual in agreement with Real Life Church’s Mission, Vision, Values, and Core Beliefs <https://reallifechurch.org/about/beliefs-values/>
- Someone who unreservedly embraces Real Life Church’s ethos as a church for unchurched people

OVERVIEW

The front desk campus assistant plays a crucial role in providing administrative support to the Simi campus teams.

PRINCIPAL ROLE & RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Front Desk Receptionist (Phone / Walk-in’s)
- Assists with facilities, maintenance, activities, and events
- Assist & Support for campus as needed
- Database RMS (Data entry / Management)
- Lead volunteer team with tasks
- Manage inventory of all office & custodial supplies
- Follow Up (First Time Guests, Birthdays, Families who missed)
- Any additional duties as assigned

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required:

- To talk or hear
- To use hands or fingers, handle or feel objects, tools, or controls.
- To stand; walk; sit; and reach with hands and arms.
- To occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.
- The noise level in the work environment is moderate to loud.