



CANYON HILLS COMMUNITY CHURCH

JOB DESCRIPTION:

RECEPTION MINISTRY ASSISTANT

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CONTACT:

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ADMINISTRATION
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RECEPTION MINISTRY ASSISTANT

Canyon Hills Community Church | Bothell, Washington

CANYON HILLS COMMUNITY CHURCH is a thriving church community located in the suburbs of Seattle. Planted in 1995, the church has grown to more than 5,000 weekly worshippers on its Bothell campus. In addition, Canyon Hills reaches beyond the local community and extends worldwide through its flourishing global partnerships. Your future colleagues will inspire and challenge you to use your gifts to further the CHCC mission of “making more and better disciples of Jesus Christ.” Community, creativity, and collaboration are at the heart of the workplace at Canyon Hills. Are you interested in making an impact with the good news of the gospel? Join us.

THE ROLE AT A GLANCE:

We are seeking a Reception Ministry Assistant who will joyfully welcome and provide a comfortable and encouraging environment for those who contact or visit the Canyon Hills offices. We are looking for an effective communicator who enjoys interacting with the public, has strong organizational skills, and thrives in a fast-paced work environment.

WHY THIS ROLE IS IMPORTANT TO CANYON HILLS:

Our receptionist is on the front lines of ministry at Canyon Hills. Displaying the love of Christ through words and actions is a crucial part of effectively welcoming our members and guests. Through interacting with the public and performing various office tasks, the Reception Ministry Assistant will assist in fulfilling the mission of Canyon Hills Community Church.

IN YOUR NEW ROLE, YOU WILL:

- Support the Senior Pastor in carrying out the mission and vision of the church
- Joyfully welcome all walk-in members and guests
- Assist with connecting visitors with appropriate staff members
- Manage and facilitate all incoming phone calls
- Assist with distributing packages and mail
- Oversee ordering of supplies (i.e. Costco, office supplies, etc.)
- Perform data entry as assigned
- Serve the team in reaching out to first-time guests
- Ensure the reception area is welcoming, tidy, and comfortable
- Serve the church and other Ministry Assistants as needed

IN THIS ROLE, YOU WILL REPORT TO:

Executive Team Assistant



WHAT YOU WILL NEED TO SUCCEED:

- Administrative experience
- Heart for ministry
- Creative and organized thinking
- Excellent communication skills (written, verbal)
- Proficiency in Microsoft Office and the ability to handle a multi-line telephone system
- Team-player approach
- A strong work ethic with attention to detail and the ability to multi-task
- Strong people skills, ability to provide input and feedback, and positive attitude in interacting with staff, congregation and community
- Servant leadership with the ability to thrive in a dynamic and collaborative environment
- The ability to handle confidential information
- Theological alignment with CHCC
- Ability to communicate within the boundaries of Canyon Hills doctrine
- Commitment to the mission and purposes of CHCC
- Membership at CHCC upon hire

WHY CHOOSE CANYON HILLS?

We believe a church should be one of the best places to work, where staff love their jobs, enjoy their teammates, and maximize their gifts for effective ministry. In addition, we believe the church should take care of their employees through competitive salaries and comprehensive benefits. Canyon Hills staff members are well-loved and cared for. Full-time employees enjoy a compensation package including healthcare (with dental and vision); health savings account (HSA); a generous retirement match; and life insurance. We also offer unique professional development opportunities—opportunities to travel globally for missions, and resources to help you love your work and develop your gifts and abilities.

- Planted in 1995, Canyon Hills has grown to be one of the largest church communities in the greater Seattle area with over 5000 weekly worshippers.
- Through the generous support of Canyon Hills, our Global partners take the mission of making more and better disciples around the world.
- The local community is shown the love of Jesus through the compassionate ministry of the Canyon Hills Food Bank.
- More than 2000 members participate in one of 190 Life Groups offered for community and Christian growth.
- The Canyon Hills Counseling ministry is certified through the Association of Christian Biblical Counselors and offers hope through individual counseling sessions and support groups (we call them Hope Groups).
- College-level courses are offered throughout the year through the Canyon Hills School of Discipleship, challenging members to go deeper in their faith.
- Canyon Hills Worship not only provides passionate weekly worship experiences but, through Dream Records (a subsidiary of Capitol Records), provides recordings for the church to worship with throughout the year.
- Excellent ministry provided for children and students, draws many to the Canyon Hills family.



OUR STAFF CORE VALUES:

More than words on a page, our staff values drive our actions and impact every level of our practice. We're building a work culture that allows our staff to use their gifts for the glory of God and the mission of Canyon Hills Community Church.

COMMITMENT

We value a commitment to God-glorifying ministry done with excellence.

"Whatever you do, work heartily as for the Lord and not for men." Colossians 3:23

CARE

We value care for people that is personal, loving, and fun.

"Be devoted to one another in brotherly love. Honor one another above yourselves." Romans 12:10

COLLABORATION

We value collaboration that advances God's kingdom in prayerful, humble, and creative ways.

"And let us consider how to stir up one another to love and good works." Hebrews 10:24

COMMUNICATION

We value communication that is clear, loving, and timely.

"Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone." Colossians 4:6