



Following Jesus Christ, who transforms lives, we equip our community to love, serve and connect with dignity.

3300 Van Buren Street
Hudsonville, MI 49426
lovewm.org | (616) 662-3300

About Us: Love Your Neighbor is an energizing nonprofit that works to find ways to equip the community to love, serve and connect with dignity. Valuing grace and collaboration, we are always seeking new ways to work with others and stay curious. What drives us to show up to work each day is the belief that God is using the connections and relationships formed through this nonprofit to transform lives – all of our lives. Our core ministry supports local families struggling to make ends meet by providing holistic education, critical resources and peer support to reach their self-identified goals and thrive. If you want to join us in living out our values of grace, collaboration, dignity, openness and diligence, we'd love to meet you.

Position Title: Receptionist

Reporting Relationship: The Receptionist will report to the Executive Assistant. Function: As the first line of contact with the ministry, this is a critical role to the success of the ministry. The receptionist is responsible to create a warm, welcoming atmosphere for guests who visit and/or call the Love Your Neighbor office. He/she will field questions and concerns with professionalism and expediency, and process direct mail projects as requested and maintain product donation records in organization database.

Hours: Full Time (35 hours), Non-Exempt

Responsibilities:

- Greet guests as they enter the building with a warm and welcome demeanor.
- Answer incoming calls and forward to appropriate person as requested.
- Produce appropriate correspondence for all thank you letter for various areas of ministry.
- Process direct mail projects as requested in a timely manner.
- Maintain product donation records in organizational database.
- Perform a variety of special projects and participates in internal task teams as required.
- Other duties as assigned. Qualifications
- A personal relationship with Jesus Christ that results in a life lived in obedience to the will of God.
- Preferred two years' experience in administrative management
- Strong logistical skills (attention to detail, ability to manage and prioritize multiple tasks concurrently, and objectively apply problem-solving skills)
- Strong organizational and technological abilities (specifically using Google Suite)
- Self-directed, teachable spirit with servant's heart for ministry
- Excellent communication and listening skills – ability to consistently encourage and support others
- Understand and own the vision of Love Your Neighbor: Following Jesus Christ, who transforms lives, we equip our community to love, serve and connect with dignity.

Compensation: \$15.00 per hour

To apply, please email your cover letter and resume to Liv Wilbraham: livw@lovewm.org