

JOB POSTING

# Receptionist

**No. of Positions:** Two

**Job Term:** Substitute (as-needed), part-time

**Qualifications:** High school diploma (Bachelor’s degree preferred) with demonstrated interpersonal and administrative skills. Organized, personable, detail-oriented, able to multi-task, team player. Familiarity with CCEF’s ministry and materials is advantageous.

**Description**. CCEF is seeking to hire two substitutes who fill in for our Front-Desk Receptionist(s) on an as-needed basis. Duties include answering the phone, responding to emails, scheduling appointments, and processing payments.

**Deadline:** Interested candidates should submit a current resume by 12 noon, August 30, 2019

**Contact Information**: Charlotte Eastlack, Director of Business and Finance (ceastlack@ccef.org)

**Date Posted: 08/05/2019-08/31/2019**

**CCEF is an equal employment opportunity employer**