

JOB TITLE: Receptionist/Office Administrator
REPORTS TO: Chief Operating Officer
POSITION: Full-time exempt
LOCATION: Kansas City, Missouri, office of The Global Orphan Project (GO Project)

Position description

The Global Orphan Project's Receptionist / Office Administrator is a full-time, in-office position, providing hospitality and administrative services to the GO Project team, partners, and guests. Based in our home office atrium, the Receptionist will often create the first impression people have of GO Project as an organization. Handling everything from greeting in-person visitors to managing office supplies to scheduling conference rooms, overseeing mail, phone, hosting events, and providing administrative support to the team, this is a culture-defining, servant leadership position. The Receptionist will be a part of the Support Services team, reporting to GO Project's COO.

Primary duties and responsibilities:

- Establishing a friendly, positive, first impression greeting in-person visitors to the home office throughout the workday.
- Ensuring people calling into the ministry receive friendly, prompt, and professional service.
- Oversee mail receipt, opening, and distribution.
- Maintain, order, and manage office supplies consistent with budget and needs.
- Ensure professional presentation of GO Project common areas.
- Serving as a central point of contact for vendors and other issues related to our facilities.
- Assist in scheduling conference rooms and hosting events.
- Provide administrative and professional support to team projects.
- Support our gratitude/thank you note writing efforts.
- Other duties as assigned.

Knowledge, skills and qualifications:

- Friendly, engaging people person.
- Gifts of service and hospitality.
- Teachable, continuous learner.
- Self-starter, comfortable working alone or on teams.
- Strong written and verbal communication skills.
- Strong time management and organizational skills.
- Experience with Microsoft Office, Google Drive and Outlook calendar management.
- Experience with Zoom, Teams, Outlook, PowerPoint and Word is a plus.
- Ability to meet deadlines in a fast-paced, changing environment.
- Ability to work on multiple tasks in parallel.
- Adherence and commitment to GO Project mission and values, particularly GO Project's core values of courage, humility, and excellence.

The above description is not intended to be comprehensive, but rather a list of top priorities. This role, like the non-profit ministry, is relentless. That said, success provides the unique opportunity to not only



build a career, but also bring much-needed support and care to local children and families in crisis in Kansas City and around the world. Most importantly, this team member, like all GO Project members, is expected to live and work consistent with GO Project's vision, mission, and values.

The Global Orphan Project is a 501c3 non-profit committed to serving vulnerable kids and families, through the local church and through people who care. We are located at 3161 Wyandotte, Kansas City, MO 64111. GO Project associates are at-will employees.

To apply, please email your CV, references, and cover letter to Trace Thurlby, trace@goproject.org

www.goproject.org | www.careportal.org | www.goexapparel.com

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