

**NYSUM**  
**Receptionist/Outreach Leader**  
**Full Time**  
(40 hours per week)  
Job Description

The purpose of the Receptionist is to support all the departments and ministries of NYSUM front receptionist desk, answering the phone sending out emails and to respective staff in the following ways as stated below.

**I. Receptionist Responsibilities Overview**

1. Answers the phone at the second floor front desk.
2. Serves to kindly greet and welcome guest, ministry teams, lodgers, staff, residents etc. at the second floor receptionist desk.
3. Serves to assist the Director of Ministry Services and office staff in contacting churches, teams, colleges etc. that want to come to NYSUM.
4. Able to serve in a fast pace environment & multitask
5. Screens all incoming phone calls for ministry services.
6. Serves as a ministry outreach leader when assigned.
7. Work schedule and assignments are determined by the Director of Ministry Services
8. Serves in other areas of NYSUM'S ministry when needed and when assigned such as annual banquets, pastors meeting, partners meetings etc.
9. Assist the NYSUM President, Development and Ministry Services Department with various task such but not limited to: Data entry, sending reports, mailing etc...
10. Assist NYSUM Guests in the evenings and during weekends on selected times

**II. Outreach Leader – Report to Ministry Services Director**

1. Has the opportunity to lead and train hundreds of NYSUM teams and short term missionaries for “hands-on” inner city ministry in NYC but not limited to:
  - Open Air Street Meetings
  - Block Parties
  - City Festivals
  - Soup Kitchens
  - Food Truck Compassion Ministry
  - Late Night Homeless Outreaches
  - Inner City Church Meetings & so much more

**III. Priorities and Parameters**

- a. Mature & Stable Christian with a heart to serve others
- b. Hard worker that is energetic and passionate about ministry
- c. Serves during Special Events
- d. Serves in other areas of NYSUM'S ministry when needed and when assigned
- e. Living on Campus preferred

**IV. Typical Schedule**

- A. Mon. – Fri. 8am – 4pm, 9am – 5pm, 10am – 6pm
- B. Alternate Week(s) Sometimes Split Shifts will be needed
- C. Tues. – Sat. 9am – 5pm or 8am – 5pm, 11am – 7pm
- D. Shifts are dependent upon the need of the ministry
- E. On selected times, lead ministry team

**NYSUM**  
**Receptionist/Outreach Leader**  
**Full Time**  
(40 hours per week)  
Job Description

**IV. Salary:**

1. This is dependent upon job skills

**VI. Benefits**

- a. Paid Vacations, holidays & sick time available
- b. 403B Retirement Plan
- c. Meals on site: NYSUM provides 1 meals while on your shift at no charge