



3700 Galley Rd. Colorado Springs, CO 80909 [www.elifenetwork.com](http://www.elifenetwork.com)

*Life Network exists to cultivate a community that values life through the love of Christ*

## **COLORADO SPRINGS PREGNANCY CENTER RECEPTIONIST**

Life Network seeks a compassionate, organized, professional front-desk receptionist able to multi-task in a fast paced environment. Under the direction of the Colorado Springs Pregnancy Center Director, this employee is responsible for overseeing the front desk administrative duties, provide excellent client service and represents Life Network to the public in a hospitable and professional manner. It offers an individual a rewarding opportunity to minister in a dynamic and growing evangelistic ministry.

### **RESPONSIBILITIES**

- This position for our Galley location and is full time.
- Answers telephones, schedules appointments and routes calls promptly.
- Performs administrative duties needed for proper functioning of a medical office.
- Follows established protocols in greeting clients and processing them.
- Communicates client's needs to counselor in a timely manner.
- Maintains filing system and client information in the data base.
- Trains volunteers in receptionist duties and/or data entry; supervises their work.
- Aids Director in clerical support and other duties as assigned.
- Serves as a back-up lay client advocate for pregnancy center clients as needed.
- Participation by all staff is required at Life Network's major events.

### **QUALIFICATIONS**

- Fluent in Spanish and English.
- Possesses Christian testimony with evidence of Christian maturity.
- Have a passion for the ministry of Life Network and a heart for reaching our community/world with the Gospel.
- Expresses full agreement with Life Network's Statement of Faith and Mission Statement.
- High school plus 1-3 years of experience as a receptionist or similar field.
- Demonstrates self-motivation; shows outstanding administrative and organizational skills
- Demonstrates ability to triage in a calm, pleasant and professional manner.
- Teachable spirit, patient, compassionate, and functions well in a team environment.
- Flexible and possess cultural awareness with unanticipated and unusual situations.
- Proficient in Microsoft Office applications (Word, Excel, Outlook); Internet savvy.
- Ability and willingness to learn software programs as needed.
- Good communication skills and professional personal presentation.

### **CONTACT INFORMATION**

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