



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*

## **RECEPTIONIST**

This position will function in the Colorado Springs Pregnancy Center as the front-desk receptionist and first contact with clients for our Fountain Valley location. We seek a compassionate, organized and professional individual who can multi-task in a fast-paced environment. This position 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**

- Responsible for answering telephones and routing calls promptly
- Responsible for scheduling appointments and sending appointment reminders
- Follows established protocols in processing incoming clients
- Maintains filing system and client information in data base
- Trains and oversees volunteer front-desk receptionist in duties and data entry
- Performs administrative duties needed for proper functioning of a medical office
- Assists Director with additional clerical support
- Provides client advocacy care to clients
- Participates in staff development events and volunteer in-services
- Participation by all staff is required at Life Network's major events

## **QUALIFICATIONS**

- Strong advocate for sanctity of life issues
- Possesses Christian testimony with evidence of Christian maturity in personal and professional life
- Active commitment in a local church
- A passion for the ministry accomplished through Life Network and a heart for reaching the lost of our community/world with the Gospel
- High school diploma and 1-2 years of related experience
- Demonstrates self-motivation, along with outstanding administrative and organizational skills
- Ability to triage in a calm, pleasant and professional manner
- Exhibits good communication skills, both written and oral
- 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
- Aptitude to learn database programs and systems
- Fluent in English and Spanish highly preferred

**CLASSIFICATION**

Full-time at 36 hours per week, Tuesday through Saturday. Pay range: \$13.50 - \$15.50. Reports to Pregnancy Center Director.

This position is eligible for medical, dental and vision benefits, life insurance, retirement plan match, paid time off and holiday pay.

**CONTACT INFORMATION**

Please send cover letter, resume and completed application to Luz Davidson, Director of Operations, [HR@elifenetwork.com](mailto:HR@elifenetwork.com) or mail to Life Network, 3700 Galley Rd., Colorado Springs, CO 80909.