

SUNSET PRESBYTERIAN CHURCH POSITION DESCRIPTION

Position Title: Facilities Rentals & Front Office Coordinator

Reports To: Director of Finance & Administration

Part-Time | 28 Hours/Week | Non-Exempt

Sunset Church is seeking a welcoming, organized, and detail-oriented **Facilities Rentals & Front Office Coordinator** to serve as the primary front office presence for our church and support coordination of external facility rentals and events.

This role is ideal for someone who enjoys administrative work, hospitality, organization, and helping create positive experiences for guests, renters, staff, and the community.

ABOUT SUNSET CHURCH

Sunset Church is a community committed to loving our world through faith in Jesus Christ. We value hospitality, integrity, service, and meaningful relationships, and we seek team members who support the mission and ministry of the church through their work and presence.

POSITION SUMMARY

The Facilities Rentals & Front Office Coordinator provides reception and administrative support while coordinating external facility rentals and related event logistics. This position serves as a primary point of contact for visitors, renters, and vendors and helps ensure smooth front office operations during weekday business hours.

RESPONSIBILITIES

Front Office & Reception

- Greet and assist visitors in a professional and welcoming manner
- Answer and route incoming phone calls
- Monitor and respond to general office email accounts and voicemails
- Receive and distribute mail and packages
- Maintain the appearance and organization of the front office and reception area

Facility Rentals & Events

- Respond to external facility rental inquiries

- Assist renters with scheduling information, documentation, and logistics
- Enter approved reservations into Planning Center
- Prepare rental paperwork and billing worksheets
- Support coordination of memorial services and external events

Administrative Support

- Coordinate contractor access and key sign-out procedures
- Assist with office supply ordering and inventory monitoring
- Maintain schedules, directories, and administrative records
- Provide general administrative support to church staff as assigned

QUALIFICATIONS

- Minimum one year of administrative or receptionist experience
- Strong customer service and communication skills
- Organized and detail-oriented
- Ability to multitask and manage routine administrative responsibilities
- Proficiency with Microsoft Office or similar software
- Experience with Planning Center preferred but not required
- Ability to lift up to 25 lbs and sit for extended periods

COMPENSATION

\$20.00–\$24.00/hour, depending on qualifications and experience.

TO APPLY

Please submit:

- Resume
- Brief cover letter outlining your interest and relevant experience

Applications may be submitted to:

[Indeed](#)