



Front Desk Receptionist

Who We Are

Caris Pregnancy Counseling & Resources is a faith-based nonprofit organization serving women who are facing unplanned pregnancy. Our mission is to see both women and children thrive during and after unplanned pregnancy. We provide professional counseling and connect women to communities of support using a grace-filled approach.

Services are free of charge and include pregnancy tests, ultrasounds, professional counseling, support groups, and connection to resources.

Job Summary

Reports to the Associate Director of Operations

This is a temporary, volunteer, part-time position to manage the front desk and waiting room at the Caris Loop office; flexible, 4-12 hours weekly, Monday-Thursdays. Shifts 9am-1pm or 1pm-5pm

A Caris volunteer must exemplify a committed and consistent walk of faith and dependence on Jesus and have a personal calling to ministry and to the specific mission and vision of Caris.

Responsibilities

Managing of Front Desk and Wait Room

- Opening/Closing Front Desk operations (depending on shift)
- Answering and routing phone calls
- Checking/responding to Voicemail
- Greeting Clients/Visitors
- Handling Intake Forms
- Scheduling Appointments
- Sanitizing Front Desk/Wait Room
- Maintaining a welcoming atmosphere

Qualifications & Experience

The ideal candidate must be welcoming and sensitive to clients and visitors. Must help to create a space that is calm and inviting. Also, must be highly organized and able to multi-task with awareness of clients in wait room area. Must have excellent communication skills, both written and oral. Must have good computer skills – specifically with Microsoft Office programs.

Candidate must be able to handle confidential information with discretion. Candidate must be committed to the mission of Caris Pregnancy Counseling and Resources and have the desire to work for a Christian organization.

Caris is a Christian non-profit organization. Candidate must be in alignment with the Caris mission, statement of faith, vision and statement of principle. Caris team members must exemplify a committed and consistent walk of faith and dependence on Jesus and have a personal calling to ministry and to the specific mission and vision of Caris.

Please submit an application at www.caris.org/careers and include your cover letter and resume. In your cover letter, please include the title of the position, explain why you have a desire to work for a Christian nonprofit organization, and specifically, why you feel called to work in the area of unplanned pregnancy.

No phone calls.