PURE DESIRE MINISTRIES

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OFFICE ADMINISTRATOR & RECEPTIONIST

Location: Troutdale, OR
Terms: Permanent, Part-Time (9am to 3pm daily)
FLSA Status: Non-Exempt
Benefits: Refer to Employee Handbook
Direct Report: Operations & Finance Director (OFD)

ABOUT US

Pure Desire Ministries International (PDMI) is a biblically-based and clinically-informed ministry committed to true revival in the church through the healing of the present day epidemic of sexual brokenness.

JOB DESCRIPTION

The Office Administrator & Receptionist is the first point of contact for visitors, supporters, and partners. This role ensures that the office runs smoothly by providing administrative support, welcoming guests, coordinating communication, and assisting staff with day-to-day operational needs. The ideal candidate is organized, warm, professional, and aligned with our faith-based mission.

DUTIES & RESPONSIBILITIES

Front Desk & Guest Experience

- ☐ Warmly welcome visitors, volunteers, and clients and ensure they feel supported and respected
- ☐ Answer and route phone calls, emails, and general inquiries in a timely and professional manner, including replying and routing voicemails from evenings and weekends
- ☐ Maintain a clean, organized, and hospitable reception and common area including maintaining snacks and stocked coffee bar

- ☐ Coordinate facilities-related needs as appropriate
- ☐ Perform office housekeeping duties (weekly)

Administrative & Office Support

- ☐ Provide general administrative support to the OFD
- ☐ Monitor and maintain office supplies, equipment, and vendor relationships
- ☐ Receive and distribute mail, packages, and deliveries
- ☐ Maintain staff anniversaries and birthday cards
- ☐ Help maintain organized digital and physical filing systems
- ☐ Serve as liaison for OR events to the Event & Speaker Coordinator as needed (Summit, Staff Day, etc)
- ☐ Facilitate regular bank deposits, as needed
- ☐ Conduct customer service calls and phone surveys

Community & Mission Support

- ☐ Uphold and reflect the organization's faith-based values in daily interactions
- ☐ Provide administrative support for ministry programs, outreach efforts, or community events as needed
- ☐ Maintain confidentiality and handle sensitive information with integrity
- ☐ Other duties as assigned

SKILLS & QUALIFICATIONS

- ☐ Commitment to the vision, mission, and values of PDMI
- ☐ Prior experience in reception, office administration, or customer service
- ☐ Strong communication and interpersonal skills
- ☐ Proficiency with Google Workspace; comfort with databases or CRM systems a plus
- ☐ Highly organized, detail-oriented, and able to manage multiple tasks in a small-office environment
- ☐ Professional, friendly, and team-oriented demeanor
- ☐ Ability to maintain confidentiality and exercise sound judgment
- ☐ Ability to sit or stand for extended periods and lift up to 20 lbs occasionally

PREFERRED

- ☐ Non-profit experience

REQUIRED

- ☐ Upon hire, employees will be required to read and sign a PDMI Faith and Lifestyle Expectations Agreement
- ☐ Upon hire, employees will be required to use Accountable2You reporting accounts when using PDMI computers, networks, and applications (Digital Assets). PDMI will provide an Accountable2You account that will cover your office workstation and any machine that is used for conducting work for PDMI
- ☐ Upon hire, employees agree to adhere to PDMI's vision, values, and best practices