



Love INC
Love In the Name of Christ

SOUTH
WOOD
COUNTY

Mission: *To mobilize local churches to transform lives and communities In the Name of Christ.*

Office Ministry Assistant

Reports to

Executive Director

Purpose

Provide coordination for the day-to-day support in the office, in-office needs, and administrative and reception volunteers.

Follow Redemptive Compassion ministry principles (everyone has value, we invest relationally with others, we help people achieve their God-given potential, we expect mutual participation, we respond with wisdom and discernment, we serve in ways that transform).

Hours

Part-time, 20 hours a week

Rate of Pay

\$14.00 per hour

Responsibilities

- Provide support, coordination, training, and encouragement to the following office volunteers daily:
 - administrative volunteers
 - bulk mailing volunteers
 - reception volunteers
 - data entry volunteers
 - card ministry volunteers
- Assist with Love INC meetings: Track, set up, and take down for all Love INC meetings, committee meetings, and board meetings, including printing agendas, minutes, and other documents as requested
- Track inventory of all Love INC office products and supplies, and purchase supplies as needed, staying within budget
- Develop and maintain filing systems
- Act as liaison with service providers for copier, internet, and phone needs
- Run errands as needed
- Mobilize, equip, and track Thrivent Members and Thrivent Action Teams
- Maintain contact lists
- Book travel arrangements for conferences
- Proofread documents and letters
- Coordinate schedule rotation amongst staff for maintaining a clean and healthy office environment (garbage, dishes, etc.)
- Accomplish organization goals as determined with the Executive Director and explore opportunities to add value to the ministry
- Attend staff meetings
- Prepare status reports (monthly, quarterly, annual) as specified by the Executive Director
- Other special projects as directed by the Executive Director

Qualifications

- A personal relationship with Jesus Christ and agreement with the Apostles' Creed
- Comfortable working and praying with Christians from many denominations
- Reliable and adaptable
- Ability to develop, lead, and motivate volunteers
- Excellent written and verbal communication skills
- Organized and detail-oriented
- Ability to prioritize, multi-task, and apply problem-solving skills
- Ability to consistently encourage and support others
- Ability to handle confidential information with discretion
- Ability to work productively in a fast-paced environment with frequent interruptions
- Willingness to adjust hours to accommodate the needs of the job
- Proficient in basic computer applications, such as Microsoft Outlook, Word, Excel, PowerPoint, and internet usage

NOTE: This is a new position. Duties are subject to change as the ministry grows.

To Apply

Submit a cover letter, 3 references, and resume to DaNita Carlson danita@loveincswc.org