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Department: Business Administration

Reports to: Communication Supervisor

Supervises: None

Overview: Work in collaboration with all departments to help support the reception and Communication needs of the organization, such as answering calls and taking messages, greeting guests and directing them accordingly. Bulk mailings, newsletters, prayer cards.

This position is part-time, with flexible hours. Benefits include mileage reimbursement for driving done for ministry activities.

Relationships with other departments

- BA, RM, GM interface and assistance in duties listed below.
- Works closely with the Communication team.

Duties of this Role

Primary

- Supports all departments in answering calls, taking messages, and receiving packages as they arrive at the main office.
- Pleasantly greets guests and refers them to the staff person or appropriate department.
- Works with Communication team on bulk mailings, assisting missionaries with newsletters, prayer cards, and any other duty assigned.
- Receives missionary newsletters from graphic artists and completes the process of printing, stuffing, preparing bulk mail paperwork, and mailing them at the post office.
- Gathers content from all departments for the Ebenezer Herald to send to the graphic artists.
- Sends materials to missionaries as instructed or takes them to the GM office.
- Drives to local agencies (printing companies, supply stores, post office, etc.) to drop off and pick up communications materials.

Secondary

- Attends Communication weekly meetings and takes minutes.
- Attends BA monthly development team meetings and takes minutes.
- When possible, with prior notice, assist with some events such as Mission fest, and RM retreats. This is to be able to gain content for Communication team.

Tertiary

- Attends Chapel services, devotionals, staff meals and events.
- Completes other tasks as assigned by supervisor or General Director.

Job Qualifications

- Completed high school education. The preferred candidate will have computer experience and confident writing skills.
- Sign the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position.
- English language fluency and ability in writing with style.
- Proven professional skills, evidence of good judgment, results driven.
- Strong project management and database management skills.
- High organizational commitment and professionalism.
- Creative, innovative, and intuitive.
- Able to establish and accomplish self-directed goals and objectives.
- Proficient in office technology – Word, Excel, PowerPoint, Outlook, Google Suite, and accurate use of email and digital communications.
- Has a valid driver's license and his/her own transportation.

Physical Demands and Work Environment

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands.
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision.
- The noise level in the work environment regularly varies from quiet to moderate.