



## **Seeking Leaders to Take the Gospel to Women Worldwide**

Do you have a heart to share the Gospel? Are you burdened to help women start a relationship with the God of the Universe through His Son Jesus Christ? Are you the kind of person who likes to grow a movement?

Are you looking for us?

We are looking for you!

Stonecroft began 78 years ago when one woman, Helen Duff Baugh, started 25 women's prayer groups to ask God to reveal "new avenues by which to share His love" with others. God answered and Stonecroft was born. Since then, we have equipped tens of thousands of women to take the Gospel to their friends, neighbors, and coworkers—in the United States and around the world. Stonecroft volunteers pray, host outreach events and activities, form small groups and Bible Studies for outreach, and learn to share Jesus one-on-one.

We take the Gospel to women where they are—not expecting them to come to us or visit church, and to women as they are—whatever place or stage of life, not expecting them to change for God's approval, knowing He will transform them in wonderful ways.

Join Stonecroft's great adventure as we engage thousands of young and diverse volunteers, as we increase our impact for the Gospel here and abroad, and as perhaps God uses us to spark revival!

We are looking for people who will grow with us, those with a passion for the Gospel and an insightful knowledge how to reach their nonbelieving peers—through social media, small groups, in one-on-one situations—whatever it takes.

We have immediate needs for full-time, paid staff members, as outlined in the attached Job Description—but this is just the start.

Begin today. Get to know us at our website [www.stonecroft.org](http://www.stonecroft.org). There you will find job listings and an application to download and complete. Send your resume and cover letter and completed application to [mcole@stonecroft.org](mailto:mcole@stonecroft.org)

# STONECROFT MINISTRIES

## JOB DESCRIPTION

**Job Title:** Ministry Support Representative Part Time

**Department:** Ministry Support **Reports To:** Ministry Support Manager

**Brief Description of Position:** This is a part-time on-call position responsible for providing backup support to the Ministry Support department during peak periods of data entry and special projects. This support position has the goal of satisfying the needs of our customers, and includes heavy data entry, clerical office work and detailed computer use. The starting pay for this position is \$10 per hour. It is non-exempt. This is a part time on-call position and hours vary from month to month.

### **Essential Duties and Responsibilities:**

Follows the policies and procedures stated in the Stonecroft Ministries Staff Handbook.

1. Provides exceptional service to internal and external customers.
2. Perform data entry in the software system.
3. Assist with maintaining, stocking and recording inventory of supplies.
4. Prepare outgoing mail and delivers to corner mailbox. Forwards or returns mail when necessary.
5. Prepares packages for shipping via various carriers.
6. Assist with customer service phone line duties as assigned.
7. Assists other departments with projects as needed.
8. Performs all other duties assigned by supervisor.

### **Qualifications:**

- A personal and growing relationship with the Lord Jesus Christ which is naturally communicated through word and actions.
- Excellent communication skills—both verbal and written.
- Outgoing personality with a positive and approachable demeanor.
- Must be teachable and able to quickly adapt to rapidly changing requirements and responsibilities.
- Ability to multi-task and handle frequent interruptions.
- Detail oriented
- Ability to calmly and politely work with unhappy customers.
- Previous office clerical, data entry, receptionist or customer service experience preferred.
- Pleasant and clear phone voice.
- Ability to organize information for self and others.
- Intermediate knowledge of Microsoft Word and Excel.
- Ability to quickly learn new computer applications.

### **Physical Demands:**

- Must be able to communicate clearly with people by telephone and e-mail.
- Moves from desk area to copy machine and printer.
- Ability to lift, package and mail boxes up to 40 pounds.
- Must be able to remain in a stationary position 90% of the time.
- Constantly operates a computer with keyboard and a push-button telephone with headset.