



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. 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

STONECROFT MINISTRIES

JOB DESCRIPTION

Job Title: Ministry Support Representative

Department: Ministry Support

Reports To: Ministry Support Manager

Brief Description of Position: This full-time position involves significant phone and email contact with volunteers. Responsibilities include data entry into our customer service system, information gathering, report generation and clerical responsibilities. Must be personable and comfortable handling inbound and outbound calls with volunteers. This individual will also backup various positions within the ministry support team during peak workload, and assist with special projects as needed.

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 and produce reports in the software system.
3. Assist with maintaining, stocking and recording inventory of supplies.
4. Prepare outgoing shipments of volunteer supplies. Delivers to post office when necessary.
5. Respond to volunteer inquiries via customer service phone line duties as assigned.
6. Respond to volunteer inquiries via Connections email
7. Participates in and leads special projects associated with the ministry.
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.
- Must be comfortable handling inbound and outbound calls to volunteers and group leaders.
- Outgoing personality with a positive and approachable demeanor.
- Must be teachable and able to quickly adapt to rapidly changing requirements and responsibilities.
- Detail oriented and ability to multi-task and handle frequent interruptions.
- Ability to calmly and politely work with unhappy customers.
- Previous office clerical and customer service experience needed. Accounting experience a plus.
- Ability to organize information for self and others.
- Must have a strong aptitude for working with numbers.
- Extensive 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.