



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.

Ready to take the next step? Visit our website at <http://www.stonecroft.org/> to learn more about us. Visit our careers page at <http://www.stonecroft.org/careers/> to read the job description, download the application and apply for the positions. Then email it to us, along with your résumé. Email to: mcole@stonecroft.org

Blessings,

Mike

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STONECROFT MINISTRIES

JOB DESCRIPTION

Job Title: Advancement Assistant / Receptionist

Revised April 22, 2016

Department: Advancement

Classification: Non-Exempt

Brief Description of Position: This is a full time hourly position which involves printing and mailing donor receipts, providing assistance to the VP Advancement and the advancement department, handling mailing and shipping duties, greeting visitors to the ministry, answering the main telephone line, participate in handling overflow for ministry support calls as available, providing clerical assistance and other roles as needed.

Reports To: VP Advancement

Essential Duties and Responsibilities:

1. Follow the policies and procedures stated in the Stonecroft Ministries Handbook.
2. Print, fold, stuff and mail donor receipts daily.
3. Provide clerical and administrative support to the VP Advancement. May perform a variety of administrative tasks including scheduling and maintaining calendar, making travel arrangements, scheduling and coordinating meetings, and creating and processing correspondence. Provide general clerical assistance to advancement department.
4. Receive and greet walk in visitors and connect them to the proper staff or department. Perform telephone switchboard duties including learning the phone system, answering and directing calls and setting the phone automation modes. When phone is live, answer all calls promptly and pleasantly. Arrange for fill-in receptionist or appropriate phone setting mode when absent from the front desk.
5. Process general daily outbound mailing and shipping.
6. Participate in handling Ministry Support overflow calls as available.

Other Responsibilities:

1. Assist other departments with projects when possible.
2. Perform all other duties assigned by supervisor

Qualifications:

1. A personal and growing relationship with the Lord Jesus Christ.
2. High school diploma or equivalent required; some completed college coursework desired.

3. Previous office-related experience required. Must have knowledge of secretarial, office administrative procedures, and the ability to operate standard office equipment. Previous office assistant, clerical duties, receptionist or customer service experience required.
4. Outgoing personality; pleasant and clear phone voice.
5. Ability to organize information for self and others.
6. Attention to detail and accuracy.
7. Ability to multitask to accomplish daily needs in multiple areas.
8. Ability to input information and data into CRM software.
9. Proficiency in Microsoft Outlook, Word, and Excel required
10. Proficiency using databases, entering data, making queries and running reports a plus.
11. Excellent verbal and written communication skills
12. Must pay great attention to detail in composing, typing, proofing materials, establishing priorities and meeting deadlines.
13. Must be organized and have the ability to work with independence.
14. Must have ability to maintain absolute confidentiality and professionalism

Physical Demands:

- Sits for long periods of time.
- Must move about inside the office to access file cabinets, office machinery, etc.
- Must be able to communicate with people face-to-face, by phone, and e-mail.
- Must be able to operate office equipment including phone, keyboard, mouse, computer, printers, copier, folder, stuffing and sealing envelopes, operate postage meter and other associated equipment.
- Must be able to communicate clearly by telephone and in person.