**Mailing Coordinator**

**Marketing & Promotions Team**

**Position Description:**

Responsible for coordinating and managing all mailing aspects of Marketing & Promotions Team. Mailings include general advertising, invitations & other promotional material.

**Position Details:**

* Position Type: Volunteer
* May Be Filled By: Church Member
* Minimum Maturity Level: Stable, Maturing Christian
* Spiritual Gifts: Administration – Helps/Service
* Best Personality Traits: Organized – Dependable
* Length of Service Commitment: 1 Year Minimum
* Anticipated Time Commitments: Varies Depending on Events

**Essential Duties & Responsibilities:**

* Collect prospects’ names, addresses, email and phone numbers (7 names from each event participant or honoree) to invite prospects to special events.
* Prepare all mailings (may include folding flyers, collating pages, addressing and stuffing envelopes, applying postage, etc).
* Ensure that the names, addresses and phone numbers of invitees are given to appropriate office staff to add to the mailing and phone list for future event announcement information.
* Recruit and coordinate volunteers to assist with mailings.
* Maintain a list of team members’ names and contact information.
* Keep all confidentiality.
* Listen for complaints from within the team. Make every effort to maintain unity within the team.
* Be a leader with whom the group is comfortable and trusts. Be a leader that leads with love and care rather than being a drill sergeant.

**Skill and Experience:**

* Strong knowledge of Microsoft Office, specifically Microsoft Excel.
* Ability to work and communicate in a professional manner.
* Professional email and phone skills.
* Good organizational skills.