

# **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.