

OFFICE SUPPORT VOLUNTEER

OVERVIEW

The office support volunteer supports the church's mission to "receive, live, and share the abundant life of Jesus Christ" by providing administrative assistance on large projects and/or during busy times of the year.

RESPONSIBILITIES

- Complete administrative tasks as time allows and as assigned by administrative staff.
- Provide support for large projects such as bulk mailings, data entry, preparation of bulletins and other printed materials.

RELATIONSHIPS

Office support volunteers work with various administrative staff and ministry leaders needing assistance.

TIME COMMITMENT

Blocks of two to three hours as needed

SKILLS AND INTERESTS

Administration, organization, ease of working with basic Microsoft-based programs

RESOURCES AND TRAINING

Training will be provided.

Curious? Interested in this ministry?

Contact Ashley Sullivan, Administrative Assistant, at ashley.sullivan@stgeorgesnashville.org
or 615-385-2150 x209.