

## Mission Statement:

*Serving with local churches to transform lives in Lewis County in the Name of Christ.*

### Purpose:

- Organize and maintain Love INC electronic and hardcopies of all required information.
- Assist the Love INC affiliate in fulfilling their duties.

### Responsibilities:

- Exhibit spiritual maturity, integrity and commitment to Love INC.
- Maintain/update mailing and email address lists. Including pastor name and/or contact person(s).
- Donations, record in data base and prepare deposits.
- Responsible for completing all correspondence related to thank you letters, tax receipts including In-Kind Gifts and Year-End Tax receipts for all contributors. Including but not limited to the general public, donors, businesses, churches and other organizations.
- Gather /compile/format information for newsletters, including printing and mailing preparation.
- Prepare annual report for the board.
- Create Powerpoint and email to churches for advertising purposes. Example Faith & Finance class
- Create Flyers, brochures or other informational documents as needed. Example, Garage Sale & Souper Supper
- Create, print, label all correspondence for fundraisers including flyers, signs, brochures, bid sheets etc.
- Generate labels for individual and bulk mailings. Prepare all mailings. Example Year-End Campaign letter
- Email Prayer List to email prayer group.
- Make board members packets for board meetings.
- Keep Board Minute binder and other important documentation example: Mission Increase, Faith & Finance Toolkit etc.
- Prepare "praying for you" postcards, birthday, sympathy, get well, anniversary, thank you cards etc.
- Answer phones as needed.
- Assist with filing of completed neighbors in need case files.
- Assist with various reports.
- Assist with fundraising events.
- Input client records into the database system as needed.
- Assist other staff members as needed.
- Other duties as assigned by Executive Director.

**Compensation:** 10 hours per week, starting at \$17.50 per hour.

**To Apply:** Send resume to Melodee Bailey, Executive Director, at [exec.loveinlc@gmail.com](mailto:exec.loveinlc@gmail.com)