

**Miracle Hill Ministries**  
**Internal Job Posting**

Date: June 21, 2016

Job Posting: PT Clerical Support  
Location: Renewal Center, Greenville, SC  
FLSA: Hourly/Non-Exempt  
Reports to: Director, Renewal Center  
Date Job Available: Immediately

Job Posting # 3075-3

Basic Job Description:

**Summary / Purpose of Position:** Performs administrative, office and program support activities. Duties include fielding telephone calls, receiving and directing visitors, scheduling and coordinating program events/activities, assists Director with purchasing, payables, receivables and facilities upkeep.

**Essential Duties and Responsibilities:**

- Greets visitors, handle incoming calls and perform general administrative tasks
- Arrange essential mail in priority action order for Director
- Review and arrange for all payables to be approved and forwarded to Admin
- Process incoming donations and maintain database of Renewal donors
- Reply by phone and mail thank you correspondence to donors and volunteers
- Maintain files of business transactions and maintenance contracts
- Assess need and place orders for housekeeping and office supplies
- Process supplies and clothing requests for program residents
- Work in conjunction with Volunteer Administrator to coordinate volunteer activities
- Performs limited transportation for Program Guests
- Coordinate volunteers to provide transportation needs for Program Guests
- Relieves Management of administrative detail and assist with Program related projects
- Assist with establishing and monitoring health and safety guidelines for program Staff and Guests
- Have a willingness to share the good news of Jesus Christ, give a personal testimony and pray with/for those served by the ministry
- Other duties as assigned by the supervisor

**Supervisory Responsibilities:**

- Supervises administrative area
- Supervises Guests' in meal planning/warehouse visits

**Qualifications:**

- Education or equivalent experience: Associates Degree and/or equivalent training and experience
- Years of experience: 3 years minimum
- Specialized training required: Knowledge with Computer Programs; Excel required

- License/Certification: Valid South Carolina Driver's License with clean record
- Other: Excellent Public/Client Relation Skills

**Religious:**

- Be followers of the Lord Jesus Christ expressed through a personal profession of faith and Christian conduct
- Agree without reservation with the Doctrinal Statement of the ministry.
- Since the church is God's vehicle of spiritual accountability, it is important that employees be an active participant in and in good standing with a local Protestant Church. They must comply with the requirement of their church, in areas of conduct not addressed by Miracle Hill's expected practices
- Have a passion for evangelism and the spiritual welfare of all served by the ministry to include: clients, volunteers, customers, contributors, and staff.
- Demonstrate spiritual maturity commensurate with the requirements of your position.
- Christian conduct encompasses the biblical principles of humility, integrity and compassion to guide us to act professionally and ethically at all time. Miracle Hill Ministries understands that we have all fallen short in our past but the employees are expected to practice Christian conduct at Miracle Hill including:
  - Abstain from the use of illegal drugs or the inappropriate use of medication.
  - Abstain from activities or addictions that have a detrimental effect on clients or the reputation of the ministry. According to the teachings of Romans 14:13-23, we are to keep from becoming a stumbling block to those within the ministry who may be apt to addiction. It is important to exercise biblical discretion by restricting your freedom in public to include: use of addictive substances such as alcohol or tobacco, choice of literature, and the choice of entertainment. It is important to demonstrate sound judgment that is based on biblical principles that displays evidence of spiritual growth and maturity. (Titus 2:11-12).
  - Relationships, particularly with the opposite sex, are above reproach.
  - Live free of sexual sin (to include pornographic materials, homosexual conduct, and extra-marital relationships).
  - Respect the sanctity of life from conception until death in God's timing

If interested in the above position, please log on to [www.miraclehill.org](http://www.miraclehill.org) to complete the online employment application.