

LMPC Office Coordinator: Job Description

Job Posting

The Lombard Mennonite Peace Center is seeking a friendly, well-organized person for the full-time position of Office Coordinator. LMPC provides mediation services and training seminars for churches and organizations throughout the United States. The Office Coordinator will perform various tasks associated with the smooth communication and operation in LMPC's work.

Role

To ensure the flow of office tasks for the Lombard Mennonite Peace Center (LMPC) in a way that helps to facilitate the carrying out of the mission and goals of LMPC as it maintains a specifically Christ-centered approach to peacemaking within the context of the Anabaptist tradition.

Responsibilities

1. To answer the phone and serve as receptionist for office visitors; to answer elementary questions callers may ask about upcoming events; to forward phone calls regarding program or mediation requests to the LMPC Director or Assistant Director.
2. To process incoming and outgoing mail; forward incoming mail to appropriate staff person(s); process any incoming checks; send thank-you letters when appropriate; take mail and packages to post office or other shipper; maintain adequate postage in the postage meter.
3. To prepare materials for use in workshops and programs; pack and inventory books, manuals, and materials for peace booth; copy and pack any handouts; pack any other items needed. Unpack and re-inventory returned materials and manuals; report materials used to presenter and mail any needed invoices.
4. To maintain and update computerized data bases and mailing lists.
5. To coordinate pre-event registration for LMPC workshops and institutes; send out confirmation letters to registrants with any appropriate enclosures.
6. To add and maintain materials in appropriate drawers and files.
7. To inventory office supplies and order or pick up items as needed.
8. To coordinate mailings of newsletters, event flyers, and annual reports, recruiting volunteers when needed.
9. To perform other tasks as assigned by the LMPC Director and other LMPC staff.

Assumptions

1. That the LMPC Office Coordinator will effectively work with Microsoft Office 365 Suite, especially Access, Word, Excel, PowerPoint, and Publisher.
2. That the LMPC office Coordinator will have the ability to communicate with the public and clients in a way which reflects the values and work of LMPC.
3. That the LMPC Office Coordinator will be supportive of the overall peacemaking stance and ministry of LMPC.
3. That the LMPC Office Coordinator will be an active member of a Christian church.