



*Share your time & talents with us.*

**Volunteer Opportunity Description:**

**Ministry Specialist:**



**Summary:**

The Ministry Specialist supports outreach efforts by contacting new churches and individual P.A.C.K. program downloads to grow awareness and raise support to further Acts 1:8 Ministry's mission.

**Essential Duties & Responsibilities:**

- Build Church database, send emails, and do follow up as necessary.
- Call and email new church and individual P.A.C.K. downloads to provide ongoing outreach support, assistance, and prayer.
- Other duties as assigned.

**Requirements:**

- Passion for our mission: Training Christians to evangelize through kindness.
- Customer Service experience preferred.
- Google Doc/Sheets experience preferred.
- Time management and organizational skills
- Problem solving skills
- Outgoing and cheerful disposition
- Strong interpersonal skills

**Training & Supervision:**

- Detail training of project – written & verbal (if needed)
- Supervision & training is done by the Volunteer Coordinator.
- Contact information of Volunteer Coordinator: [vickienell@acts18.org](mailto:vickienell@acts18.org) or 920-494-2289

**Location & Time Commitment:**

- Part-time opportunity, between 9-5 Monday-Friday
- In home office located in Green Bay, Wisconsin

***Thank you for taking your time & Consideration to check out Acts 1:8 Ministry & our Cleaning and/or Maintenance Handyman Opportunity. We ask that you prayerfully consider where you can best share your talents & time. We are looking forward to meeting you soon.***