



Share your time & talents with us.



Volunteer Opportunity Description: **Estate Planner**

Summary:

The Estate Planner Volunteer will support and strengthen our estate planning program to grow awareness and raise support to further Acts 1:8 Ministry's mission.

Essential Duties & Responsibilities:

- Develop and grow the estate planning program including:
 - Researching cost effective ways to market the program to large groups.
 - Marketing the program to individuals and groups.
 - Presenting an estate planning presentation to individuals and groups.
 - Organizing and turning in the estate planning documents to the attorney in a timely manner.
 - Researching grants to help grow the estate planning program.
- Connect and network with individuals and groups including churches, Christian groups, individuals, etc.
- Research new ways to network and connect with new people.

Requirements:

- Passion for our mission: Training Christians to evangelize thorough kindness.
- Time management and organizational skills
- Strong oral and written communication
- Problem solving skills.
- Ability to manage and meet deadlines.
- Detailed oriented
- Customer Service and interpersonal skills
- Strong computer, Google Sheets, and Microsoft Suite skills
- Estate planning certification, preferred.
- 5 years of related professional experience is preferred.

Location & Time Commitment:

- Part-time opportunity, between 9-5 Monday-Friday
- In home office located in Green Bay, Wisconsin
- Remote opportunities as needed.

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.