

50+ Assistant

Summary

50+ is a thriving group within MorningStar that ministers to those who are 50 years and older. Our group sows into the younger generation while enjoying the fellowship and maturity of each other. Members include residents of Heritage Court and anyone who calls MorningStar their home. Many attendees to our gatherings, conferences and assemblies participate in 50+ events when they are in town.

Essential Functions

- General office duties as needed
- Maintain 50+ data base
- Plan and oversee 50+ activities
- Send mass reminder and announcement emails
- Keep track of RSVPs
- Insert bulletin info
- Attend Steering Committee meetings
- Organize and assist with Generational Blessings
- Assist with 50+ local e-newsletter
 - Proofreading
 - Writing event articles
- 50+ historian (take pictures and videos)
- Assist with Heritage Court activities

Knowledge, Skills and Abilities

- People-oriented
- Ability to multi-task
- Excellent communication skills
- Computer skills
- Microsoft Word and Excel