

Partner's Department Assistant

Summary

The Partners department sows into those who financially support MorningStar on a regular basis. We are committed to training, equipping, and releasing the body of Christ around the globe. Our mission is to build up believers until they reach maturity in Christ and walk in their purpose. Partners receive ongoing communications from us and are invited to special webinars and functions.

Essential Functions

- Assist with mailing as needed
- Data entry
- Assist in special functions
- Accounting functions
- Desire to serve others

Knowledge, Skills and Abilities

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