

Administrative and OperationsLogistics Volunteers (2 positions)



Location **Maryland**
<https://www.genclassifieds.com/x-258549-z>

Administrative and Operations/Logistics Volunteers (2 positions)

- o Prayer-line support and logistics
- o Summit event planning
- o Mailings

Are you a problem solver and results oriented? Can you create and document a process and collaborate with diverse colleagues? Are deadlines a thing to be conquered in your world? If you answered yes to these questions, please continue reading.

The PSI Administrative and Operations/Logistics Volunteer performs administrative and office support activities for the PSI Executive Director, 2) monitors and fulfills PSI book orders and mailings 3) supports a group of pastors for the PSI Global Prayer Command prayer line logistics 4) manages prayer requests from across the globe and 5) assists with Prayer Summit event planning. Other duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. This position is responsible for the logistical processing of PSI customer orders, including coordination with Action Chapel International staff for inventory (arranges shipments via USPO, FedEx or DHL).

This volunteer roles provides an opportunity to:

â€? Participate in an authentic movement of the Holy Spirit to bring back supernatural power in prayer, prophetic intercession and strategic prayer for the end-time harvest

â€? Influence the growth of men and women in the body of Christ who have a desire for real prayer

â€? Support the ministry of the Archbishop N. Duncan-Williams, who carries a supernatural prayer mantle and has over 30 years of experience praying for nations, presidents and other governmental leaders

In addition, you will learn the process of supporting the church, run a prayer line, work with a large group of volunteers and help with project management and strategic planning skills.

Requirements:

Some experience in purchasing or inventory control is a plus. However, computer proficiency is required. Extensive software skills are required, as well as Internet research abilities and strong communication skills. The ideal candidate for this position can work with just about anyone, give results, meet deadlines and manage upward to make sure all information needed to meet deadlines is received.

To apply, send a cover letter and resume via email.



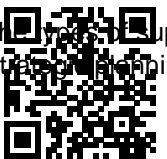
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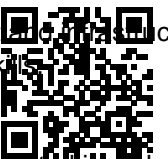
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