



Headquarters in Monongahela, Pennsylvania

July 1, 2009

The Church of Jesus Christ Print House is in the process of relocating to the World Operations Center in Greensburg, PA. Presently there is a need for 2 individuals at 16 hours each/per week to fill the office positions. Below is an outline of the job responsibilities for work to be completed at the Print House. Relocation would be necessary if you are outside the immediate area of the Operations Center. If you are interested in the position please submit a resume' either by US mail, fax or email to the information listed below.

The deadline for submitting a resume is July 20, 2009.

The Church of Jesus Christ
World Operations Center
Attention: Paul Palmieri
110 Walton Tea Room Road
Greensburg, PA 15601

Fax: 724-837-0267

or you may email to

printhouse2@msn.com

The Church of Jesus Christ

Notice of available positions at the WORLD OPERATIONS CENTER Job Requirement Profile

Job Title: TYPESET, LAYOUT AND EDIT MINUTES AND PRINTED MATERIAL

Reports To: The General Church Presidency

Location: World Operations Center – Greensburg, PA

I) General Function: Perform various layout, edit, and secretarial functions.

II) Job Duties and Responsibilities:

1. Layout, edit and proof read the Gospel News with material sent from Editor
2. Prepare new and existing literature for reprint: edit, typeset, and proof read
3. Sort Missionary News letter and First Voice for mailing 3rd class bundling
4. Supervisor printing of items that come in camera ready
5. Layout General Church Minutes and Agenda
6. Edit and proof read - everything we print
7. Work with printers on all items - everything we print

III) Office Functions and Responsibilities:

1. Sort paper and e-mails
2. Record all Accounts Receivable
3. Make copies of payable, send originals to Central Treasury
4. Invoice orders/make copies for Central Treasury
5. Maintain General Church membership, Branch and Mission Elders, NAOC (separate mailings) Voices Database
6. Answer phone calls
7. Monthly distribute 1st class Gospel News/Foreign and Canada
8. Prepare Missionary Newsletter for distribution, 1st and 3rd deliver to Post Office.
9. Collate, trim, and staple newly printed pamphlets
10. Add new items to inventory
11. Distribute and invoice GMBA literature, posters, flyers, and registration forms.

IV) Relations with others:

Frequent internal and external contact with Church associates and individuals making inquiries, and provide or obtain information. MUST have ability to interact with people in a tactful professional manner and provide an atmosphere of friendly service when interacting with all individuals.

V) Knowledge and Skill Requirements:

Necessary Skills

Strong typing skills
Mathematics and simple statistical skills
Office computer skills
Knowledge of MS Word, Excel, Outlook, PowerPoint etc.:

Effective communication skills
Effective organizational skills

Job Experience

3 – 5 years office experience or equivalent

Education

High School degree or Equivalent with office skills/business training background or formal post high school courses including computer skills, offices practices

Interested applicants should send their resume by July 20, 2009 to:

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