

ADMINISTRATION SUPPORT

HERE AT BCC WE USE FLYERS, WELCOME PACKS AND OTHER PRACTICAL HANDOUTS TO HELP US COMMUNICATE AND ENGAGE WITH MEMBERS OF THE CHURCH AND PEOPLE IN THE LOCAL COMMUNITY.

WE ARE ALWAYS LOOKING FOR ENTHUSIASTIC PEOPLE WHO ARE WILLING TO HELP US CARRY OUT THESE TASKS.

WHAT HELP DO WE NEED?

- GENERAL ADMIN DUTIES AS REQUIRED- E.G. PREPARING MAIL SHOTS, WELCOME PACKS, DISCIPLESHIP NOTES, ETC.
- HELPING WITH ANSWERING ENQUIRIES AND GENERAL RECEPTION DUTIES AT THE INFO DESK
- LIAISING WITH THE PUBLIC

WHAT DO YOU NEED?:

- TO BE AVAILABLE DURING OFFICE HOURS 9.30AM TO 1.30PM
- ABILITY TO BE EFFICIENT, ORGANISED AND FAMILIAR WITH OFFICE EQUIPMENT
- A SMART APPEARANCE



FOR MORE INFORMATION OR TO VOLUNTEER IN THIS AREA, CONTACT



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