

JOB OPENING

KEYS TO THE KINGDOM

TITLE: BOOKSTORE MANAGER/ADMIN SSISTANT

REPORTS TO: VALERIE K. BROWN, EXECUTIVE DIRECTOR

RESPONSIBILITIES:

This position is primarily responsible for managing the Keys to the Kingdom bookstore(s) which are currently located in Chesapeake, Virginia and Elizabeth City, North Carolina.

This position is also responsible for all communication between the Kingdom Keepers Partners and K. W. Brown Ministries, Inc.

To fulfill these responsibilities the following tasks are required:

Bookstore

- With the assistance of volunteers maintain the bookstore:
 - Ensure staff (volunteers) maintain bookstore hours of operations
 - Order bookstore merchandise
 - Create and duplicate DVDs, CDs, and other tapes for sale utilizing Sunday sermons and Bible Study moments
 - Close out and reconcile bookstore sales and receipts at the end of each day
 - Ensure on-line orders are processed

Kingdom Keepers Partners

- Coordinate the production of quarterly Paradigm Magazine and mailing
- Create and mail monthly correspondence to partners of the ministry
- Coordinate monthly telephone conference call with sons/daughters of the ministry
- Coordinate annual Issachar Leadership Conference, including but not limited to:
 - Preparing correspondence inviting guests to minister
 - Coordinating with volunteers to serve throughout the week
 - Coordinating the marketing materials for advertisement of conference

Other Duties

- Additional duties and responsibilities are assigned as needed to continually provide excellence in service to the ministry partners.

Qualifications

The successful candidate will possess the following:

- Excellent social skills including oral and written communication
- Ability to be a team-player getting others to work with you to accomplish tasks
- Extremely self-sufficient, self-motivated, and can work independently with little supervision
- Computer literate with Word, Excel, internet, etc
- Ability to work flexible hours, including some evenings and Saturdays
- Must be a Christian/tither and actively involved in your church

Compensation

- Salary commensurate with experience
- Start date, negotiable
- Preferably, full-time employment, but will consider part-time applicants