

Job openings at Potter Children's Home

Position: Minister of Family Services.

- >Faithful member of the Church of Christ
- >Must have a degree in Social Services or a related field.
- >Counseling experience preferred. Supervision experience preferred.
- >Duties include supervision and training direct care staff, overseeing licensing issues, and other administrative duties.

For further information or job description, contact Ralph Brewer at 270.843.3038 or ralph@potterministries.org

Position: Minister of Annual Giving Assistant

- >Faithful member of the Church of Christ
- 21 years of age or older
- Ability to speak publicly
- Travel for up to 8 days a time out of state on a regular basis
- Physical ability to lift bins of 50-100 lbs.
- Pay commensurate with experience and skills

For further information or job description, contact Byron Henbest at 270.843.3038 or Barb@potterministries.org

Clerical Assistant

- >Faithful member of the Church of Christ
- >40 per week position 8:00 a.m. to 4:30 p.m.
- >Duties include social media, newsletter, computer work, assisting with events, plus other responsibilities.
- >Knowledge of Word & Excel helpful.
- >Salary commensurate with experience and skills

For further information or job description, contact Barb Henbest at 270.843.3038 or Byron@potterministries.org

Administrative Assistant

- >Faithful member of the Church of Christ
- >Provide administrative and staff support to the general organizational operations by perform a variety of responsible and specialized administrative and office support functions.
- >Office administrative, specialized administrative support or secretarial experience; or an equivalent combination of training or experience.

For further information or job description, contact Tony Emberton at 270.843.3038 or Tony@potterministries.org