



Join
our
Team!

OFFICE ADMINISTRATOR/ ADVERTISING COORDINATOR

*We have a rewarding and varied
fulltime position available!*

*If after prayerful consideration you
would value this opportunity to serve
God and help grow our ministry, send
your resume and cover letter to:*

Cheryl Hildebrand,
Office Manager
cheryl@livinglightnews.com



Primary duties:

- providing excellent customer service to our advertisers
- supporting our Advertising Sales and Graphic Art departments by coordinating sales and materials to ensure high quality ads are designed, approved and placed in our newspaper in a timely fashion
- assisting our publisher and office manager with a variety of tasks

Requirements:

- *extremely organized and detail oriented*
- *exceptional multitasking abilities*
- *above average computer skills*
- *highly productive and able to meet deadlines*