



## OFFICE VOLUNTEER

Do you have regular time each week you could give to the persecuted church? We would love your help at our Sydney office in Castle Hill. We are looking for someone that can regularly give 3 hours every week or fortnight.

**Who We Are:** Open Doors is a unique ministry serving Christian communities in over 70 countries where they are persecuted for their faith in Jesus Christ. At Open Doors we are committed to helping people follow Jesus all over the world, no matter the cost.

**Culture Statement:** We are a team consistent in our character who genuinely desire the success of others. We do this by valuing both our people and our purpose.

### KEY RESPONSIBILITIES INCLUDE:

- Writing Cards
- Sending emails
- Calling supporters to obtain new mailing address for return mail
- Reviewing letters to be sent overseas

### TO BE SUCCESSFUL IN THIS ROLE YOU WILL HAVE:

- A commitment to the Christian faith and mission of Open Doors
- High attention to detail, with a strong sense of accountability
- Exceptional written and verbal communication skills with the confidence to speak and build positive relationships at all levels
- Ideally you will already have experience in customer/supporter services as you will need to be computer literate

Previous experience in the not-for-profit sector or fundraising will be highly regarded.

**Please email [robm@od.org.au](mailto:robm@od.org.au) with a brief summary about yourself, your experience and your availability.**