

**EDITORIAL ASSISTANT - 6
Weavings and Alive Now
The Upper Room Unit**

REPORTS TO: Editor, Weavings Journal

Provides administrative, clerical, and customer care support for the work of the Weavings and Alive Now offices.

Position requires demonstrated knowledge and understanding of office procedures; mastery of English language, grammar, punctuation; basic knowledge of page layout design and production; strong orientation to detail; strong people and communication skills, both oral and written; ability to do research; organizational skills; ability to conceptually think through processes; ability to manage concurrent multiple projects; ability to work in a team environment; ability to exercise courtesy and tact with a diverse group of external customers; ability to use discretion, judgment and initiative and make decisions; ability to work independently; proficiency with financial system software; demonstrated proficiency on personal computer, MAC, Word, Excel. Must have an Associate's degree or equivalent, **speaking Spanish is desirable but not necessary and over 3 years of secretarial (or similar) work, preferably in an academic or publishing environment.**

If you are interested in this position, please contact Maria James, Office of Human Resources, and 615-340-7100. The General Board of Discipleship is an Affirmative Action Employer. M/F/D/V EOE

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