

# Education Material Coordinator

**Position Description:**

Ensure Bible classes have the proper teaching material on a quarterly basis by ordering material, as needed.

**Qualifications:**

- Christian adult
- Strong Biblical foundation and the ability to rightly divide the Word of God
- Strong organizational, communication and listening skills
- Kind heart
- Ability to work with people

**Responsibilities:**

- Inventory current curriculum and order additional as needed based on class size.

**Deacon Contact:**

Leslie Smith

**Time Commitment:**

4-5 hours per quarter

*Revised 3/18/11*