



# Missionary Evangelism to Corrections

*Sharing the gospel & Christ's love with those in corrections since 1982*

*I was in prison and you came to visit me. Matthew 25:36b*

Administrative Assistant.

This job includes Data Entry, Word Processing, and Communicating with ministry participants.

It is a small office with a lot going on. We have over 200 volunteers and communicate with churches, program directors and people that we network with. There's a lot of typing, data entry and keeping records up to date, along with the need to communicate with the others in the office, volunteers, those we call and who are calling in.

We do an e-mail newsletter each month and a prayer letter, the publicity for the two fundraising events, Thank You letters, orientating and placing and supporting volunteers, end of the year giving receipts, occasional holiday projects, and getting items that are donated distributed to the jails. It is both organized and varied.

- The computer programs are Microsoft Office Products.
- This is a contract position where a person pays their own taxes. It starts at \$9-11.00 an hour. It is 20 hours a week with the possibility of picking up a few extra not to exceed 30.
- Attitudes needed are gratitude and finding the positive in the imperfect, attention to detail with a view of the big picture, a heart for the Lord and the lost and a love for the mission.
- If you have a willingness to learn and an aptitude, skills can be learned.

Organizationally the office assistant works with another office assistant, office volunteers and the assistant director to facilitate daily operations of recruiting, training, placing and supporting volunteers. The office assistant reports to both the assistant and director.

Please e-mail your contact information, testimony, office skills, 3 references and why you would be interested in this job to [mec@usfamily.net](mailto:mec@usfamily.net).

We look forward to hearing from you.

*Saul & Karen Selby*

## MISSIONARY EVANGELISM TO CORRECTIONS

*"The Spirit of the Lord is on Me, because He has anointed Me to preach good news to the poor. He has sent Me to proclaim freedom for the prisoners and recovery of sight for the blind, to release the oppressed, to proclaim the year of the Lord's favor."* Luke 4:18-19

Saul & Karen Selby Associate Director  
PO Box 542, Wyoming, MN 55092  
651-408-1300  
[mec@usfamily.net](mailto:mec@usfamily.net)  
[www.mecjailministry.com](http://www.mecjailministry.com)