



575 US Highway 250, Greenwich, OH 44837
(419) 962-1515, map@mapministry.org

Publications and Events Coordinator

Position Summary

Mission to Amish People (MAP) is seeking a full-time Publications and Events Coordinator who has a heart for ministry and a passion for serving behind the scenes. This person will play a key role in supporting our mission by coordinating events and publications, managing administrative projects, communicating with donors and ministry partners, and helping ensure the smooth operation of our office.

The ideal candidate will be highly organized, detail-oriented, self-motivated, and gifted in administration. They will have strong communication skills and a desire to serve in ministry to others.

About Mission to Amish People

Mission to Amish People is a nonprofit ministry dedicated to sharing the good news of Jesus Christ with Amish and former Amish people. Through publications, discipleship, outreach, conferences, and practical ministry opportunities, we seek to help people experience the grace of God and grow in their relationship with Christ.

Primary Responsibilities

Publications, Communications, and Printing

- Coordinate the creation, layout, proofreading, printing, and distribution of ministry publications and communications, including The Amish Voice, Ministry Updates, SonLight Club newsletters, tracts, booklets, brochures, and other ministry resources.
- Work with writers, editors, designers, and printing vendors to ensure all publications are accurate, professional, visually appealing, and completed on schedule.
- Work closely with printing companies to ensure publications are printed accurately and delivered on schedule.
- Maintain publication schedules and deadlines.

Scheduling, Events, and Administrative Support

- Help coordinate and organize the Step Out of the Boat Conference, Amish Awareness Conference, church presentations, and other ministry events.
- Communicate with churches, pastors, event hosts, vendors, and volunteers to confirm schedules, details, supplies, setup needs, and follow-up tasks.

Design and Content Migration

- Assist with transferring existing ministry publications and documents from Microsoft Publisher to Affinity software.
- Organize and update ministry resource files as needed.

Qualifications

Required

- A personal relationship with Jesus Christ and a heart for Christian ministry.
- Strong administrative and organizational skills.
- Excellent written and verbal communication abilities.
- High attention to detail and accuracy.
- Ability to manage multiple projects and meet deadlines.
- Strong computer skills and willingness to learn new software.
- Ability to work independently while also collaborating with a team.
- Professional and courteous communication skills.

Preferred

- Experience with Affinity Publisher or similar desktop publishing software.
- Experience in publication layout, newsletter production, or graphic design.
- Experience working in a nonprofit or ministry setting.
- Familiarity with Amish culture or willingness to learn and serve within a cross-cultural ministry environment.
- Experience working with donor relations, fundraising support, or grant administration.

Personal Characteristics

- Demonstrate Christian character and integrity.
- Have a servant's heart and a positive attitude.
- Be dependable, organized, and proactive.
- Enjoy working behind the scenes to help ministry efforts succeed.
- Have a burden for reaching Amish and former Amish people with the gospel.
- Be willing to learn and adapt as ministry needs evolve.

Employment Information

- Full-time position.
- Compensation based on experience and qualifications.
- Location: Mission to Amish People office, located near Savannah OH

How to Apply

Interested applicants should submit a resume, cover letter, and any relevant examples of publication, administrative, or design work. Please include a brief testimony of your relationship with Jesus Christ and why you are interested in serving with Mission to Amish People.

All information can be emailed to Joe Keim
jkeim@mapministry.org