

Church of the Nazarene, Inc.
Job Description Summary

Title: District Records Liaison
Office: General Secretary's Office
Reports To: Legislative Coordinator

Summary:

As part of the General Secretary's Office records team, this person will provide administrative support primarily in the areas of district journal audits, Annual Pastor's Report, and data entry. Being in regular contact with district and regional personnel, he or she will also oversee the development and distribution of resources to assist them in reporting and maintaining church and ministerial records.

Please contact Human Resources at humanresourcesgroup@nazarene.org for more details on the job description and qualifications. Thank you!