

MINISTRY DESCRIPTION

POSITION: Administrative Assistant for Missions (Full-time/Non Exempt)

STAFF CLASSIFICATION: Staff 3

REPORTS TO: Director of Missions

SUPERVISES: N/A

MINISTRY OVERVIEW: Provide administrative assistance to the Director of Missions with all programs, events, trips, committees and ministries, as well personal outreach to and contact with our congregation and our mission partners.

RESPONSIBILITIES:

1. Provide administrative support as needed for the Director of Missions.
2. Be another face of the Missions Department to the congregation, encourage participation in various mission trips or mission related activities...and eventually teaching or leading them.
3. Assist and coordinate building relationships with and advocacy for our mission partners and missionaries.
4. File mission correspondence and assist with any needed follow up for Local or Global partners.
5. Track the regular distribution of funds to mission partners, organizations and missionaries.
6. Manage mission trip finances (donations, payments and bills) and assist team leaders in coordinating and facilitating mission trips/projects.
7. Publicize mission partners and opportunities for members to serve; utilizing various media (bulletins, bulletin boards, email, newsletters, etc.).
8. Assist with preparing materials for monthly meetings
9. Attend monthly meetings for Local and Global committees and keep track of minutes & financial records.
10. Create brochures, applications and other materials for various trips and events.

QUALIFICATIONS:

1. Education: College diploma or equivalent experience.
2. Work Experience: Two or more years of office experience.
3. Computer Skills: High level of competence with MS Word, Outlook, Excel, Publisher, Adobe Photoshop and database software experience a plus.
4. Excellent organizational, administrative and communication skills (verbal and written).
5. Financial acumen is necessary, as financial reporting is a significant aspect of the position
6. A teachable, caring, and compassionate spirit with a high degree of integrity, responsibility and confidentiality.
7. Able to graciously interact with and respond to church members and others in a personable and professional way when called on to lead, teach or encourage participation in various mission trips or mission related activities.
8. Likewise, able to relate to, advocate for and encourage our various mission partners and missionaries.
9. A biblical understanding of and, more importantly, a felt calling to and passion for, Christian ministry and missions and a zeal for the gospel, as exemplified in these two verses:
 - **Isaiah 1:17** --Learn to do right; seek justice. Defend the oppressed. Take up the cause of the fatherless; plead the case of the widow.
 - **Matthew 28:19-20** --Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.
10. Desire to be a part of a team.
11. Website communications experience preferred.