



## Job Description

**Job Title:** Administrative Assistant for Missions FT

**Reporting:** Reports to and is under the direct supervision of the Missions Office Coordinator and is accountable to the Missions Pastor and the Director of Administration and Finance

**Primary Objective:** To enhance the ministries of College Church by working in concert with the Board of Missions in support of the Missions Pastor.

### Principal Duties:

1. Perform administrative duties for the Missions Pastor
  - a. Write, edit and respond to emails, place calls, welcome visitors, screen calls and visitors, help manage the Missions Pastor's calendar and resource library, schedule appointments as appropriate, process receipts, create expense reports, secure meeting rooms and order books and other resources, while maintaining comprehensive and accurate records of the Missions Pastor's interaction with missionary personnel.
  - b. Perform administrative duties to prepare and inform the Missions Pastor for upcoming meetings and events to include Board of Missions meetings, consortium meetings, missionary meetings and other meetings associated with general ministry, missions and church partnership-related initiatives.
2. Perform administrative duties on behalf of the Missions Office
  - a. Act as first point of contact for the missions office while handling all general missions-related incoming and outgoing communication in a timely fashion, including email, phone calls, letters, while reviewing and distributing missionary newsletters and reports, acknowledging life events for missionaries, creating a weekly prayer list, clearing priority items with the Missions Pastor and circulating correspondence as appropriate.
  - b. Maintain files, mailing lists, missionaries and mission organizations, rosters, multimedia, missionary correspondence, while creating and maintaining library of missions Formstack forms, receiving proposals, preparing missions team agendas, distributing BOM materials.
  - c. Work in concert with the other members of the missions team while actively participating in the annual missions festival and other important missions events as directed by the Missions Pastor.
  - d. Coordinate the annual missionary self-evaluations, support surveys and subsequent reports.
  - e. Screen volunteers using the Protect My Ministry system prior to service as needed.

3. Perform other duties as directed by the Missions Pastor, Missions Office Coordinator or the Director of Administration and Finance including covering lunch breaks and other shifts at the reception desk as needed.

2-18-25

Hourly, non-exempt, in office position

Benefits include medical, Life/LTD insurance, paid holidays, paid sick, personal and vacation time, elective dental, vision, supplemental life and accident insurance.