

Administrative Assistant for **Missions** and **Seniors Ministry**

Specific Duties

- Attend monthly Mission Department and Ministry team meetings.
 - Develop and provide resources for meetings.
 - Provide follow through for Ministry team decisions to include transferring funds, contacting missionaries or other agencies, developing guidelines for and meeting with various Ministry Teams.
 - Provide administrative assistance and support to Missions Ministry Teams.
- Maintain a current missionary data base.
- Maintain Missions web site.
- Maintain annual Missionary Prayer book.
- Maintain the Missions Communications corner in the Atrium.
- Coordinate logistics for Missions education programs, special seminars, workshops and meetings.
- Coordinate Missions Sunday
 - Develop Ministry Team to conduct Missions Sunday Fair. Responsibilities include;
 - Extend invitations
 - Coordinate logistics
 - Develop promotional material
- Perform administrative tasks as needed for Seniors Ministry.
 - Develop, maintain and manage Seniors database
 - Develop and maintain literature.
 - Liaison for Senior Ministry lay-leaders and FBC support staff as needed.
 - Attend Seniors Ministry Leadership meetings.
 - Develop and provide resources for meetings.
- Pursue educational opportunities to enhance knowledge of Missions and Seniors Ministry; reading, attending conferences, seminars and workshops and network with others in similar fields.

Special Character traits/gifting needed/required

- This position requires a servant's heart and the gift of administration and helps.

Education / Experience /Desired &/or required

- Possess excellent oral and written communication skills
 - Proficiency in MS Office (MS Excel, MS Word, MS PowerPoint) and publishing software.
 - Willingness to learn and effectively utilize church software tools and web page management.

- Excellent time management skills and the ability to prioritize work
- Strong organizational skills with the ability to multi-task
- Attention to detail and problem solving skills
- Be able to organize and manage a busy office, coordinate volunteers, and maintain schedules, logistics and resources with ease and grace