



<b>Title: Missions and Outreach Coordinator/Assistant</b>
<b>Department: Global Missions and Local Outreach</b>
<b>Revision Date: December, 2023</b>

### **Purpose / Position Overview**

The Missions and Outreach Coordinator/Assistant will serve to assist in the work of the Global Missions and Local Outreach Pastor by providing strategy, planning, and administrative tasks. This position will be considered part-time, requiring 15-20 hours per week.

A good candidate will have a track record of taking initiative to carry out their duties. The position will be asked to bring new ideas to the role, and will support the Missions and Outreach Ministry in ways that are additive and in alignment with the vision of FBC.

This position requires someone with a generous and caring spirit, a servant's heart and the gift of administration, good organizational skills, and the ability to work with people.

### **General Areas of Responsibilities**

- Provides administrative support to ensure efficient operation of the office and department.
- Assist Missions and Outreach Pastor with developing, planning, and implementing the department's vision and projects.
- Provides administrative support for Mission and Outreach Leadership Team/ Ministry Partners, and participates in missional activities.
- Serve with and oversee local mission/partner efforts.
- Evaluate and engage with mission organizations, partners, and programs sponsored by the church.
- Manage, train, and prepare church members and staff to participate in mission trips.
- Assists in the coordination of communications for the department.
- Maintain a church-wide calendar for mission and outreach activities.
- Assist in maintaining Missions and Outreach website and social media.

- Assist in planning and maintaining Missions and Outreach budget.
- Work on Sundays as needed to support Missions and Outreach initiatives.

**Prepare, support and serve our people in crossing barriers of distance, culture and/or language to accomplish our vision by:**

- Active involvement at FBC.
- Attend Missions and Outreach Ministry Team meetings.
- Pray regularly for missionaries and outreach efforts with an emphasis on work supported by FBC.
- Keep informed of current mission events and trends, and relay new information to the department.
- Be a source of mission and outreach information to the congregation.
- Participate in organized missions awareness and education events.

**Education / Experience /Desired &/or required**

- An undergraduate degree or equivalent experience.
- Possess skills necessary to perform administrative tasks.
- 2+ years of cross-cultural ministry experience desired.
- Background in Short Term Missions teams desired.
- Be able to organize and manage a busy office, coordinate volunteers and committees, and maintain schedules, logistics and resources.
- Understanding and/or willingness to learn AV technical skills and office technology.
- A good understanding of various software applications, and willingness to learn new systems.
- Self-starter and detail oriented approach.
- Able to problem solve and create solutions.
- Display a vibrant pursuit and relationship with Jesus Christ.
- Passion for community and Global ministry.

This position also requires that the candidate be affirmed and approved by the church (FBC) as a recognized member of the church body.

And, willingly submits to the FBC Membership Commitment as taught in membership class, and willing to protect the unity of the church

**Directly Reports to;**

The Global Missions and Local Outreach Pastor.