

Valley Community Baptist Church – Job Description

Position Title Outreach Administrative Assistant

Purpose of Position To support the administrative needs of the Valley Outreach Ministry and work cooperatively to accomplish church-wide ministry goals.

Candidate Attributes & Qualifications To be effective in this role, a successful candidate will be a growing, committed disciple of Jesus Christ who is Evangelical and Baptistic in convictions, and possesses many of the following core gifts or passions:

1. Conviction that Jesus Christ is the only way to salvation, and that all people should have the opportunity to hear this truth expressed in their own language and culture.
2. Conviction that the Great Commission (Mt. 28:19-20) will be empowered by the prayers and actions of the local church.
3. Recognition that congregational/staff mobilization is key to VCBC world outreach.
4. Missionary or cross-cultural service experience.
5. Actively pray for at least one VCBC missionary.
6. Administrative skills to assist a complex organization: currently there are 8 sub-committees involving 50 volunteers and this number is expected to grow.
7. People skills for personal ministry, including interaction with 40 VCBC missionaries/agencies and 50 volunteers.
8. Strong process development and implementation skills using church database; strong analytical and problem-solving skills.
9. Ability to juggle tasks for many different ministry areas simultaneously.

Key Working Relationships

1. Reports to the Director of Outreach.
2. Works collaboratively with Outreach volunteers and short-term trip participants.
3. Functions cooperatively and collaboratively as a member of Valley's administrative team.
4. Works collaboratively with missionaries and outside vendors to support conference events and short-term trips.

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**Ministry
Responsibilities**

Including, but not limited to:

1. Provide administrative support to the Director of Outreach, including making travel arrangements and creating monthly expense reports
2. Maintain and update data in Church Community Builder (CCB): (events, registrations, groups, profiles, forms, process queues)
3. Submit reimbursement requests for volunteers and quarterly payments for missionaries.
4. Schedule ministry events & maintain calendars
5. Create promotional pieces and communications and submit through proofreading process
6. Provide short-term trip administrative support, including processing applications and payments, creating training materials, making travel arrangements, handling passport and visa processing, creating post-trip materials
7. Provide administrative support for 3-day and 10-day missions conference: reserving rooms, procuring set supplies, managing event registrations and payments, processing speaker reimbursements, creating prayer cards and managing prayer partnerships
8. Maintain ministry website pages
9. Participate in monthly All Staff & Calendar meetings and occasional training events
10. Ability to take initiative during absence of the Director of Outreach.

Exempt: Yes
Status: Full-Time (40 hours a week)
Date: December 2020
Prepared By: KSH