

CARMEL BAPTIST CHURCH

Position Description

Global Outreach Assistant - Nations

Ministry Area: Global Outreach

Reports To: Missional Outreach Pastor, Global Outreach Pastor

Supervises: n/a **FMLA:** non-exempt

SUMMARY OF THE BASIC FUNCTION

Provides administrative and clerical support to the Missional Outreach Pastor and Global Outreach Pastor.

GENERAL QUALIFICATIONS

Education: Must be a high school graduate.

Skills: Must have strong computer skills including Microsoft Office products. Experience with Google Apps is preferred.

Experience: Previous experience in personal evangelism and missions is desired. At least 3-5 years of clerical experience is preferred. Experience with event planning is desired.

Physical Demands/Work Environment: Must be able to sit at a desk at least 50% of the time. Must be able to lift 25 pounds.

Mental Requirements: Must have good communication skills, both verbal and written. Must be able to work well under pressure and prioritize tasks in a multi-task environment.

SCOPE OF AUTHORITY

n/a

ESSENTIAL FUNCTIONS

- Assist with coordination and communication of Global Missions (Nations) Initiatives and partnerships.
- Assist with budget preparation for the Global Outreach Ministry
- Ensure sponsored missionaries receive funding according to their payment schedule
- Provide administrative support for all mission trips (including applications, VISA's, fees and payments, preparation for training sessions, background checks, documentation, etc.)
- Provide administrative support for Missionaries in Residence as needed.
- Receive and process requests for the missions scholarships.
- Provide administrative support for the "GO Team" meetings, notes, and calendar requests.
- Provide administrative support for the Missional Outreach Pastor as needed.
- Other duties as assigned.