

# Global Ministry Center Job Description



Job Title: **Administrative Assistant to Director of Missionary Care and Coffee House Ministry**

Department: **World Missions Ministries**

Full-Time ☒ ; Part-Time ☐ ; Temporary ☐ ; Intern ☐

Last Updated: August 24, 2021

## **Purpose:**

The Administrative Assistant provides clerical support to World Missions Ministries and assists with effective communication and collaboration with missionaries and constituency at all levels of the organization. Self-discipline and consultation with the Missionary Care Director is required to plan, prioritize, and organize the diversified workload.

## **Essential duties include but are not limited to:**

- Computer (or digital) literacy skills
- Written, electronic, and phone correspondence
- Missionary onboarding: applications, insurance, dashboards, and training
- Coordinate missionary furloughs, debriefings, and training events
- Generate and distribute financial reports
- Process reimbursements and expense vouchers
- Maintain WMM manuals, official missionary listing, and missionary personnel files
- Assist with School of Missions and other WMM events
- Prepare publications for Coffee House Ministry
- Archive correspondence for Missionary Care and Coffee House Ministry

## **General Description:**

The employee should possess excellent verbal and written communication and interpersonal skills along with clerical practices. This person should have strong organizational abilities, the ability to multi-task, and a willingness to familiarize themselves with the IPHC structure and GMC procedures to understand the functions of the department. This employee will be required to provide support in all areas of the department.

## **Minimum Requirements:**

- Supports the vision and strategic goals of IPHC Ministries
- High School Diploma or equivalent
- A minimum of 2 years related experience
- Working knowledge of Microsoft Office Suite
- Must be able to sit for extended periods
- Ability to lift up to 40 pounds (reasonable accommodations available to enable individuals with disabilities to perform the essential functions)
- Some travel required

**This position is amenable to the Executive Director of World Missions Ministries and the Director of Missionary Care and Coffee House Ministry.**