

Global Ministry Center Job Description



Job Title: Administrative Assistant	Department: World Missions Ministries
Full-Time <input checked="" type="checkbox"/> ; Part-Time <input type="checkbox"/> ; Temporary <input type="checkbox"/> ; Intern <input type="checkbox"/>	
Last Updated: November 3, 2022	
Purpose: The Administrative Assistant provides clerical support to the World Missions Ministries department. Assist with effective communications and collaboration with constituency at all levels of the organization. Independent judgment is required to plan, prioritize, and organize diversified workload.	
Essential Duties include but are not limited to: <ul style="list-style-type: none">• Process written and electronic correspondence and telephone calls for department• Maintain departmental lists and files along with the ministry calendars (including donor information from Faith Commitment cards)• Prepare and distribute financial reports• Assist with WMM events• Collaborate with other ministries to effectively communicate and implement ministry's goals• Proof and review WMM publications and documents• Assist Director of Global Outreach (GO) with all communication, schedules, and planning for Great Commission Meals and GO Rallies• Maintain Great Commission Equipping Conference (GCEC) reports and training information• Assist with all aspects of communication with Conference Missions Directors (CMD)	
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, 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 ministry.	
Minimum Requirements: <ul style="list-style-type: none">• 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 Director of Global Outreach & Leadership Development.	