

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: October 17, 2025	
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 for the Missionary Care office • Establish and maintain missionary dashboards • Generate and distribute financial reports for missionary support, projects, and WMM Directors • Process missionary applications and assist in providing WMM's Psychological and Spiritual evaluation packet for each candidate • Prepare all applications and materials in Digital format for electronic communication • Missionary group insurance policies, enrollments, and renewals • Process reimbursements and expense vouchers • Maintain fundraising/training material for new missionaries • Instruct new missionaries in itineration and deputation procedures • Coordinate missionary furloughs, debriefings, and training events • Maintain WMM manuals, official missionary listing, and missionary personnel files • Assist with Missionary Itineration, Fundraising training, other resources like Missionary Training International (MTI), and WMM events • Prepare web and social media posts for Coffee House Ministry • Collaborate with other ministries to effectively communicate and implement departmental goals • Archive correspondence sent from/to the Missionary Care office • Assist in all zoom meetings with missionaries, keeping notes and AI summaries for filing and reference	
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	

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- 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.