

Timberline Church

Job Description

Job Title: Administrative Assistant to the Director
Reports To: Office Manager (Pay Supervisor)
Missions Director (Work Supervisor)
Direct Reports: N/A
Effective Date: August 1, 2017

Summary

The Missions Administrative Assistant is the direct assistant to the Missions Director and the engine under the hood of the Missions department, whose mission is expressing the message of Jesus in word and deed. The Missions Administrative Assistant also works alongside multiple ministry directors and volunteers, and with other Timberline departments to enable transformational, holistic, collaborative and empowering encounters with those in our community and around the globe. The Missions Administrative Assistant must be willing to lead at times and make decisions in the Director's absence. Every day can look different in this fast-paced role. Occasionally this position will require time outside of the normal work day.

Duties & Responsibilities

The following list of duties and responsibilities is intended to serve as a guide to what is expected of the Missions Administrative Assistant.

- General Duties
 - Field all incoming phone calls and emails for Missions department
 - Document management, including paper and paperless filing systems, for missionaries, partners, events, trips, etc.
 - Schedule meetings, and take minutes; transcribe and distribute as requested
 - Development/revisions of leadership training manual and various Missions documents
 - Assist with coordination of leadership retreats, meetings
 - Assist in the development of brochures, posters, and fliers as requested
 - Ensure all campuses are included in missions efforts
- Finance
 - Understand and assist in annual budget development for Missions department
 - Reconcile credit card statements monthly for Missions department
 - Follow accounting processes to collect, record and deposit all incoming money, as well as process check requests and internal account transfers
 - Track income/expenses and maintain budgets for everything within Missions
- Assisting Volunteers
 - Become a point of contact for any volunteer leader; including directors, coordinators, leaders, ministry assistants and other volunteers that may require assistance from the Missions department
 - Coordinate scheduling of meetings with Volunteers/ Directors
 - Engage, equip and encourage volunteers to serve administratively
- Manage/Maintain Needs for all Events and Meetings
 - Room reservations, including set up requests
 - Mass email communications
 - Print requests

- Event Planning meetings
- Graphics and Sound/Media meetings
- Bulletin, Pulpit Announcements, Mall Tables
- Manage CCB (Church Community Builder) groups and volunteers
- Annual events include Missions Focus, UCOUNT, Orphan Care, One Day to Feed the World
- Short Term Mission Trips
 - Communicate with interested families/participants
 - Manage applications, background checks, releases and other information
 - Schedule team meetings, debrief meetings and airport runs
 - Create manuals, information cards, and leaders' packets
 - Order/purchase all needed supplies and distribute
 - Arrange for flights, ground transportation, lodging, etc. and create itinerary
 - Register each trip with AGWM and distribute required forms to team members
 - Manage all financial aspects, including track donations, pay all third-party vendors, request petty cash, reconcile petty cash and purchases after return of trip as well as required AGWM procedures to secure AG Giving Credit.
 - Create and manage forms within Community Church Builder for applications, payments, donations, etc.
 - Help create and distribute promotional materials and manage website and social media specific to these trips
- Meetings to be involved in
 - Attend and participate in a monthly Office Administrative Team meeting.
 - Attend weekly Staff Chapel
 - Attend bi-weekly Missions Monday Leadership lunch
 - Attend Missions and Directors meetings as required or requested
 - Schedule and meet regularly with the Director to keep current on ministry needs
- Abide by the Timberline Church Ministry Covenant
- Other duties as assigned.

Skills and Experience:

- Intermediate skills in Microsoft Office Suite are required
- Solid database experience is required, Community Church Builder (CCB) experience is preferred
- Strong PC skills and experience in a network environment are required
- Exceptional written and verbal communication skills and the ability to deal with difficult situations in an appropriate and effective manner are required
- Experience with domestic and especially international travel, including making travel arrangements for teams and managing all the details is required
- Proven ability to function and thrive in a fast-paced, high volume, quick turnaround environment
- Must be proactive and detail oriented
- Website and social media experience would be a plus, but not required
- Experience working with, engaging and equipping volunteers is desired but not required

This is a regular, full-time position.