

Job Description and Qualifications

Position:	Administrative Assistant
Department:	Missions
Incumbent	New Position
Reports To:	Director of Missions
Position Schedule	20 hours per week, generally Monday through Thursday, flexible based on evening and weekend needs.
Position Status	Hourly, eligible for overtime
Issue or Revised Date	November 20, 2014

Purpose

To serve and support the Missions Team and congregation to grow in their relationships with Jesus as they meaningfully engage in Missions at Chapel Hill.

Primary Duties

1. Daily prayer for our mission's team and volunteers.
2. Represent Chapel Hill and the Lord Jesus as a first responder to those communicating with the Chapel Hill Missions team.
3. Coordinate scheduling among the Missions Team and anticipate the resources needed to ensure meetings are productive and events are meaningful.
4. Supervise, plan and provide logistical coordination to various groups or events as assigned. This may include Missions Advocacy Council, Missions Advocacy Team, church project events, and GO Teams.
5. Be responsible for the on-time creation of reimbursement forms and check forms needed for our missionaries, to be signed and approved by the Director.
6. Keep website content up-to-date and relevant to current mission's initiatives.
7. Identify roles and responsibilities that can be accomplished by volunteers. Identify, convene, train, encourage, supervise and empower volunteers to fill these roles.

Knowledge and Experience

1. Relevant administrative work experience preferred.
2. Strong computer skills (MS Office 2010, Internet, database)
3. Exceptional communication skills, both written and oral.
4. Ability to handle confidential matters with discretion and maturity.
5. Excellent interpersonal, relational, and customer service skills.
6. Flexibility in a multi-task, fast-paced, changing environment.
7. Ability to work well with all types of people, including staff, congregation, volunteers and others.
8. Organized and detail oriented.
9. Ability to use initiative and judgment to handle non-routine matters.
10. Ability to gain solid understanding of the church mission and the objectives of the Missions and Operations staff.