
Job Description:	General Volunteer Administration Missions
Ministry Team:	Missions Committee
Reports To:	Director of Outreach and/or Missions Committee Chairs
Time Commitment:	1-2 days per week for 3-4 hours as needed
Length of Commitment:	1 program year

Purpose:

Assist the Missions Committee in the administrative and office work.

Spiritual Gifts, Best Fit:

Teaching, Exhortation, Serving, Giving, Administration

Responsibilities:

- General filing
- Scanning correspondence and receipts
- Assisting in digitally archiving financial documents
- Stuffing mailings
- Typing documents into missions connections
- Hanging up event flyers
- Organizing missions storage
- Calling sources of goods for the Grace Boutique

Qualifications:

- Strong organizational skills
- Knowledge of word and excel
- Ability to work independently
- Flexible and able to pivot as workload changes

Contact:

For questions or more information, please contact Linda Jagiela, Director of Outreach.