

Administrative Assistant to Missions Director

Milestone Church
Keller, Texas

Employment Type: F/T
40 hours per week

Synopsis of Role

Responsible for all administrative needs for the Missions Department, volunteer management, project management, coordination of all outreach events, management of all aspects of global teams.

Principal Responsibilities

- Work with local outreach teams to post volunteer opportunities, track volunteer hours
- Responsible for all needed administrative duties for the Missions Director
- Track all donations, provide gift in kind receipts
- Work closely with volunteers, building teams and creating a great experience
- Manage all technology – social media, website, volunteer sites, etc.

Competencies Critical to this Position

Core Competencies	Technical Competencies
Highly self-motivated	Word, Excel, Google Docs, Power Point
Project Management, Team Building	Social Media, Website
Flexibility to serve on weekends and at outreach events	Creating newsletters, compelling communication

Education/Certification Requirements

- Bachelor or Master Degree
- Related work experience 2+ years
- Combination of education and experience may be acceptable

Key Performance Measurements

- Ability to successfully organize and complete outreach events, building volunteer teams, create a great experience for volunteers, track hours and budget
- Maintaining a great and calm attitude during stressful events and fast-paced seasons
- Create clear and compelling communication emails and newsletters
- Timely response to emails, benevolence requests, meeting requests, etc.
- Proficiency in online platforms – volunteer management site, website, Wufoo, MailChimp, social media, etc.
- Unity and team work, maintaining high level of confidentiality

This description outlines the basic tasks and requirements for the position noted. It is not a comprehensive listing of all job duties.

If you are interested in this opportunity, please send your resume and cover letter to recruiting@milestonechurch.com, Attn: Stacey Hatcher.

Milestone Church offers comprehensive benefit packages, which are regularly reviewed to maintain competitive levels. Salary will be based on work experience, education level and relevant skill sets.

We would like to thank all applicants, however, only those who qualify for an interview will be contacted.