

# Engage Global Ministry Assistant |

## Job Description



**Responsible to:** Engage Pastor

**Working relationships:** Engage department staff

**Scope of position:** The Engage Global Ministry Assistant provides strategic administrative and organizational support for the Engage Pastor and KCC's global ministries, and overall logistical and administrative support for the Engage department.

**Time commitment:** Full-time – 40 hours/week

### Typical duties:

#### Trip coordination & promotion – 30%

- Work with the Engage pastor and the Global Missions Team to coordinate global serving opportunities, including planning and promoting trips, recruiting and equipping team leaders and participants, managing travel logistics and trip budgets, etc.
- Cultivate relationships with team leaders and key current/emerging missions stakeholders, our Global Missions Team, and with our missions partners.
- Coordinate travel logistics for the Engage pastor and other KCC staff participating on international trips.
- Have the opportunity to participate as a team leader on a trip.

#### Communication – 25%

- Develop effective communications strategies that share stories of the impact KCC is making locally and globally.
- Promote Engage ministries and serving opportunities via Engage Connections and other events, the KCC website, the Family News, The Happenings, email, social media, etc.
- Be a "face" for Engage, representing the department and promoting our ministry opportunities as needed in weekend worship services and other settings.
- Participate as a member of the Global Missions Team, and coordinate the meetings and record the minutes.
- Participate in the local MP3 lunch meetings for missions pastors, practitioners and professionals (held about every 6-8 weeks during the school year) to share ideas and strategies.

#### Leadership and organizational support – 30%

- Provide administrative and organizational support for the Engage pastor and department.
- Respond to information requests from ministry leaders and volunteers in a timely fashion, ensuring the highest level of service, professionalism, integrity and follow through.
- Coordinate special projects, including the Zilpa sponsorship program.
- Maintain the Engage global budget, including projects and missions trip accounts, ensuring that check requests and payments are issued as needed and trips are funded.

**Other duties – 15%**

- Participate in department team meetings, weekly staff chapel, monthly staff meetings, and other teams and meetings as needed.
- Work in conjunction with other Engage department staff and with other departments to manage volunteer coordination and supervision for events.

**Basic personal responsibilities:**

- Confesses to be a born again Christian and seeks the will of God for his/her life.
- Maintains a vital and growing walk with the Lord through committed personal Bible study, prayer and stewardship of the resources given to them by God.
- Demonstrates ability to multi-task, meet deadlines and maintain composure under pressure.
- Self-starter needing minimal supervision.
- Models the KCC mission, vision, and core values.
- Maintains proper priorities and balance in his/her personal life.
- Actively worships with his/her family at KCC and becomes a KCC member within 6 months of employment.

**Position requirements:**

- Dynamic team builder who exhibits servant leadership and can recruit, empower and equip volunteers.
- Excellent communication skills - verbal, nonverbal, and written, with the ability to proofread grammar and punctuation with a high degree of accuracy.
- Experience in project and event management.
- Uses good judgment in decision making.
- Organized, pays attention to detail, shows initiative and effective follow through.
- Able to prioritize and focus on key objectives and multitask.
- Interacts with a variety of work styles.
- Proficient in computer, telephone, and office equipment skills.
- Able to process, maintain and protect confidential information in an appropriate manner.
- High school diploma required, with three years of experience working in an office environment.
- Able to flex schedule to work evenings and weekends as needed.
- Perform any additional duties and responsibilities as assigned.

Application requirements: Résumé and cover letter

**Please submit to Laurie King via [email](#).**