

Position title	Missions Assistant	Department	IMPACT
Status/hours	Fulltime (approx. 32hrs per week)	Salary band	FT
Reports to	Missions Director; Executive Pastor	Updated	May 2023
Direct reports	N/A		

Job summary

The Missions Assistant is responsible to assist with administrative functions of the Impact Mission department. This includes the below mentioned responsibilities but also includes some unmentioned, seemingly menial tasks, that are not time consuming but still are necessary.

Primary responsibilities (may include, but not be limited to, the following items)

- Aid in preparation, organizing, and printing of training and teaching materials.
- Keep records and budgeting for all Impact teams and trips.
- Ensure all Impact team members pay according to deadlines, complete background checks, safety training, and fulfill all other pre-trip requirements.
- Assist in preparation and printing of promotional materials for Impact trips.
- Assist in making trip preparations, ticketing, lodging, ground transportation.
- Assist with calendar details.
- Make logistical arrangements for facility and fleet needs of the Missions department.
- Keep interactive Impact board current and attractive.
- Assist with planning, organizing, and executing Impact and other missions events.
- Compile lists of potential and past volunteers for specific interest areas.
- Organize supplies, build bags (using teams), and keep distribution lists current for Cookeville Connect.
- Occasionally assist with manning the reception desk and clerical help.
- Other duties as assigned by the Missions Director or Executive Pastor.

Key Skills and Competencies

- Christlike attitude
- Communication skills
- Planning and organizational skills
- Problem solving
- Decision-making
- Judgment
- Adaptability
- Teamwork and leadership