

Job Title: Administrator 1, Global Outreach**Reports to:** Pastor, Global Outreach**Employment Status:** Full-time (40 hours)**Sunday Hours:** None**Staff Classification:** Operational**Compensation Basis:** Non-Exempt

Job Purpose: To provide administrative assistance to Global Outreach and Missionary Care (Goer) ministries and their leaders, accomplishing all tasks and activities with excellence.

Duties:

Goer Care

- Maintain email communication, missionary prayer calendar, and database
- Send and receive annual report forms for all missionaries; distribute results to appropriate staff and leaders
- Prepare documents for Global Outreach Board meetings and attend
- Assist the Candidacy team with communication, forms and data entry
- Implement onboarding and other Goer care processes via email and database
- Assist Coordinator with tasks related to Goer visits, coffees, and housing
- Administrate missions housing, including responding to queries about the house, keeping track of reservations, coordinating maintenance and house refresh updates, etc.

Global Outreach

- Schedule and organize and monthly department meetings
- Provide administrative support to Mobilization Team
- Organize and manage projects and tasks
- Help plan and administer GO events (Big Giveaway, GO Week, etc.)

Short-Term Trips

- Serve alongside campus and department Administrators for ST Trip administration
- As needed, purchase flight tickets and insurance, reserve housing, etc.
- Update applications and make sure they are online
- Help develop applicant tracking system, as needed
- Input trip participants into database for tracking
- Work with Fellows staff on payment transfers and tracking for Fellows
- Assist in communicating team leader duties to Fellows/trip leaders and following up/answering questions on these
- Communicate with sending organization regarding what they need from Grace in regards to ST Trips
- As needed, support team leaders in visa applications, medical testing plan, etc.

Miscellaneous

- Attend and participate in all required meetings (Department, Campus, etc.)
- Attend and help, as necessary, with ministry events and services

General Ministerial Duties

- Model Grace Bible Church's mission, vision, values and a lifestyle of personal discipleship at work and in the community
- Grow continually in a relationship with God and in the knowledge of His Word
- Engage in accountability with fellow staff and other believers via small groups, all staff prayer meetings, weekly devotionals, etc.
- As requested, provide ministerial support and care for the church body and staff (including prayer, devotionals, accountability, assisting at funerals and other ministry events, etc.)

General Administration

- Financial
 - Administrate church's credit card of self and others, as necessary
 - Properly submit check requests, invoices, receipts, and money
 - Understand and manage departmental budget
 - Manage petty cash (if applicable)

- Request Forms
 - Use proper forms as a means of communication when requesting resources from other teams
 - Submit Communication and Maintenance request forms, communicating needs and changes through process
- Communication
 - Maintain excellent working knowledge of GSuite
 - Enter events on to Google Calendar(s), following proper protocol and procedures
 - Adhere to Communication Team guidelines for requests (e.g., graphics, photography) and resources (e.g., Canva, mailchimp)
- Database
 - Oversee all data entry for department and ensure the training of other members of department
 - Engage in furthering knowledge of the database and promote best practices by keeping data updated and accurate
- Facilities
 - Reserve rooms for events and meetings for department
 - Ensure proper setup, take down, and clean-up of facilities used by your department
- Congregation and volunteers
 - Serve as primary source of contact and communication between department and congregation, managing phone calls, emails, and other inquiries
 - Administrate application process (if applicable)

Other duties, as assigned

Qualifications:

- A committed and growing Christian in a strong relationship with a local, Bible-teaching church
- Bachelor's Degree or equivalent combination of education and experience
- Minimum 2 years' experience in this/related field preferred
- A passion for support and service with a teachable spirit
- Detail-orientation, with ability to analyze, prioritize and complete assigned tasks with excellence
- Ability to engage in multiple projects and priorities, independently as well as in a team context
- Demonstrated capacity for professional administration
- Knowledge of and experience using computers, electronic communication, and the internet
- Effective interpersonal, relational, and communication (written and verbal) skills
- Supportive of the Constitution, Doctrinal Statement, Mission, Values, and Vision

See GBC Human Resources Policy for further information
Revised March 2024