



**POSITION AVAILABLE AT MISSION TO THE WORLD**

The Church Resourcing Department at Mission to the World is seeking a part-time administrative assistant.

The Church Resourcing Administrative Assistant will provide clerical and administrative support to the Church Resourcing Director and representatives. He or she will maintain constituent relations through timely and accurate responses and prepare materials for church partner's visits. The Church Resourcing Administrative Assistant will also assist with the planning, promotion and execution of Church Resourcing events and work on special projects as directed by the Church Resourcing Director.

Ideal candidates will possess strong organizational, interpersonal, oral and written communication skills. Candidates will also be trustworthy, flexible, able to prioritize and handle a wide variety of tasks, and be proficient with Microsoft Office programs. Accuracy and attention to detail are essential.

If interested, please mail, FAX, or email your resume to:

Brianna Torrey  
Personnel & Office Operations

Email: [work@mtw.org](mailto:work@mtw.org)  
FAX: 678.823.0027

Mission to the World  
Attn: Personnel  
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Lawrenceville, GA 30043