

MTS Ministry Assistant

2908 18th St NW Washington, D.C. 20009 703-732-1525 www.ministrytostate.org

*May all the kings of the earth praise you, O LORD, when they hear the words of your mouth.
May they sing of the ways of the LORD, for the glory of the LORD is great. --Psalm 138:4,5*



Goals

Ministry to State exists as a means to develop ministry to government domestically and internationally with five fundamental objectives. It is a ministry of the Presbyterian Church in America (PCA) under Mission to North America

1. It is a means of exposing those in the government community to the transforming truths of the gospel through healthy relationships.
2. It provides encouragement and support in the development of a Biblical world and life view for those in government who make a profession of faith.
3. It strives to be instrumental in establishing and maintaining a Biblical conscience throughout the government community who both create and implement policy.
4. It provides a healthy means to connect the church in a non-partisan manner with those in government.
5. It promotes and facilitates specific and intelligent prayer by the body of Christ for those serving in government.

The Ministry Assistant works with the director on all matters relating to the operations of the ministry. He or she should have a strong faith, a heart for ministry, an organized and detail-oriented mind, and an ability to connect with people from a variety of backgrounds. The Ministry Assistant may be called upon to organize and lead a small group Bible study and will be expected to invest in the lives of some of the interns and staffers who participate in MTS events. He or she will lead staff meetings, as well as setting and disseminating meeting priorities and agendas, in conjunction with the director. Confidentiality and trustworthiness are important due to the nature of MTS's work and the handling of donor information.

Responsibilities

- Corresponding with donors and maintaining databases
- Website maintenance
- Coordinating events: Bible studies, prayer breakfasts, dinners, etc.
- Liaising with MNA headquarters office staff in Atlanta
- Coordinating Director's schedule and travel
- Writing, producing, and distributing of newsletter updates
- Submitting reimbursements and other financial information
- Recruiting new staff
- Developing relationships, interacting with Hill staffers

Requirements

- Bachelor's degree in relevant field
- Excellent written and verbal communication skills
- Microsoft and Adobe proficiency
- Self-starter and works well independently
- Multitasking, problem-solving, and ability to prioritize
- Competent with New Media

Salary based on experience and qualifications

Send resume and cover letter to csampson@ministrytostate.org