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