

Missions Assistant

The Kirk of the Hills Presbyterian Church
Job Description – 2024-2025

POSITION PURPOSE: The Missions Assistant is responsible to help further the vision and values of The Kirk by assisting in the planning, development, and implementation of the church's local, national, and global Missions programs. This position serves as the primary auxiliary for the Pastor of Missions and Administration in all things related to the Missions Committee.

BACKGROUND: The Kirk strives to develop mature disciples of Jesus Christ by helping all people *Know God and Make Him Known*. The right candidate for this position will be administratively strong, intentional with his/her frequent communication, and naturally collaborative.

DIRECT REPORT OF: Pastor of Missions and Administration

HOURLY EXPECTATIONS: 20 Hours per Week

POSITION EXPECTATIONS:

Global Team

1. Help facilitate monthly Missions Committee meetings by preparing the agenda, recording the minutes, and finalizing all required Session documentation
2. Create, co-design, and coordinate regular content (including but not limited to):
 - a. Weekly profile pre & post worship slides
 - b. Monthly Missions Wall updates
 - c. Quarterly magazine
 - d. Annual communications for Missionary Care Month & Missions Conference
 - e. Ongoing prayer updates and needs
3. Provide logistical and physical support for the Global Missions Conference (late Apr)
4. As needed, provide auxiliary assistance with managing the Global Missions Fund
5. Coordinate details for annual short term mission trips
6. Serve as the first point of contact for missionary partners on behalf of the Kirk

Local & Public School Teams

1. Serve as the first point of contact for local ministry partners on behalf of the Kirk
2. Arrange semi-regular opportunities for local ministries to connect with the Kirk
3. As needed, provide auxiliary assistance with managing the Benevolence Budget
4. Provide significant logistical and physical support for The Gift for All program (early Dec)

Qualified applicants may send their resume to mike.hall@thekirk.org - as well as a brief letter outlining your initial thoughts as to why this role may be a good fit for you.

QUALIFICATIONS AND REQUIREMENTS:

Education

- Bachelor's degree preferred

Experience

- Prefer a background in a previous administrative role
- Prior work experience with religious or mission organizations is a plus

Requirements

- Must be organizationally minded while being people oriented.
- Must be collaborative – able to propose creative solutions while also willing to pursue a different vision if decided upon by others
- Must have the ability to switch back and forth from a wide variety of people and groups
- While not required, candidates who are willing to pursue membership in The Kirk of the Hills PCA will be shown a **strong** preference.
- Must commit to performing duties in accordance with the stated mission and purpose of The Kirk of the Hills PCA, Kirk Policies and Procedures Manual, and the Westminster Confession of Faith.

All of the above duties and responsibilities are desired job functions for which reasonable accommodation will be made. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.