

Missions Administrative Assistant

The Crossing, A Christian Church exists for people to discover Jesus and the Journey. For many people, that journey includes an opportunity to partner with missionaries and organizations that plant churches, start schools and orphanages, fight against sex-trafficking, develop communities and feed the hungry. Our Missions Admin will work closely with the Missions Pastor and the Local Missions Director to support those who are taking steps to learn and engage with what God is doing in our community and around the world.

Our Missions Admin will also work with REACH partners and Crossing staff to ensure that financial matters do not disrupt our mission to help our community and spread the gospel of Jesus through events. This position is perfect for an enthusiastic individual, whom God has gifted with exemplary organizational skills and outstanding communication abilities.

Administrative:

- Maintain and oversee the Missions Calendar to ensure that scheduled tasks and preparations are completed or addressed according to the designated times and schedules
- Responsible for project and event management of missions initiatives under direction of the Missions Pastor and Local Missions Director; inclusive of Serve Days, REACH Days, and other missions events
- Provide support and oversee the administrative needs of The Crossing Mission events. Procure required supplies, recruit volunteers, prepare forms, purchasing, research, etc.
- Work with Accounting Clerk to track and update forms & information related to traveling mission teams
- Provide support for seasonal and special events such as serve days, trips, local outreaches & ongoing promotions on campus
- Follow office protocols for all applicable Crossing Missions events and activities, e.g. CCB, Website, Calendar, setup online registrations, promotional pieces, etc.
- Manage the Missions Department Google Drive
- Maintain REACH Communications: Social media, Bi-Weekly REACH Newsletter - compile content for newsletter and for Crossing Communications Team
- Maintain meetings and appointments for the Missions Pastor
- Manage all special projects as directed by the Missions Pastor; inclusive of Next Gen needs
- Manage staff travel for the Missions Department
- Perform general office duties such as copying, filing, and mailing
- Maintain accurate monthly spending, receipt submission, and accurate accounts for events, programs, and ministries
- Other duties as assigned by the Missions Pastor

Global:

- Compile and execute travel details and logistics for all trips (write DEPs, book airlines and lodging, insurance, etc.)
- Communicate with Mission Trip Leaders to ensure that information about their trip logistics are current and accurate
- Communicate with Mission Trip Participants on administrative needs, e.g. ensure that their payment deadlines are met, background checks completed, surveys are sent, etc.
- Provide support for foreign missionaries associated with The Crossing when they are back on furlough
- Ensure Trip Leaders have all their necessary resources
- Assist with creating the Global systems and processes to ensure a smooth experience for all travelers
- Develop travel materials for all trips

Local:

- Create an assessment strategy that accurately tracks the local mission engagement
- Lead the Family Promise Coordinators at The Crossing and support the Family Promise ministry with all logistical needs when they are hosted on The Crossing campus.
- Provide administrative and logistics support for the Mission Department's local initiatives, e.g. form preparation, Night to Shine, Christmas Give, reservations, etc.
- Compile and execute details and logistics for Serve Days (booking, forms, supplies, insurance, etc.)
- Communicate with Project Leaders to ensure that information about their project logistics are current and accurate

Communicating:

- Communicate key event/programming details with ministry leaders
- Request promotional pieces for ministry programs and events
- Seek out the weekly needs for Missions Team
- Respond knowledgeably to all general ministry questions, both internally and externally, via phone and email

Requirements

- The heart of a servant
- Strong communicator
- Pursues Christ-likeness daily
- Minimum Education: College Degree or equivalent experience
- Minimum Experience: Three years in professional administrative role
- Preferred Experience: Three Years in an equivalent Church or non-profit setting

Staff Commitments:

- Attends weekly department meetings and monthly All-Staff meetings
- Attends weekly Missions meetings and admin meetings
- Participates in quarterly staff Prayer Days
- Attends occasional "All Hands on Deck" staff events
- Attends any other required conferences or seminars
- 28 hour work week

Crossing Staff Values:

- **Doing Ministry Together**
 - Respect and respond to each other's thinking wavelength
 - Invest in relational skills
 - Begin with grace
 - Pursue cross departmental conversations and collaborations
 - Seek the greater win (The Crossing) over the personal win (my ministry)
- **Live in the Tension**
 - Between the need for change and the desire for consistency
 - Between being engaging in the present and planning for the future
 - Between creativity and structure
- **Be Hungry to Heal, Learn and Grow**
 - Practice Self-awareness
 - Set healthy boundaries
 - Be solution focused
 - Passionately pursue my relationship with God