



BIRMINGHAM FIRST

A UNITED METHODIST CHURCH

Job Title: Missions Administrator

Position Type: Part-Time, 10 – 15 hours per week

Direct Report: Missions Liaison Pastor

Role: Administrative support to help equip the Missions Committee to provide effective ministry locally, nationally, and internationally.

Duties:

- Help track participants of mission groups and committee leaders using church database. Run attendance sheets and process attendance for the monthly Missions Committee meetings.
- Coordinate rotation of Sunday representation at the Mission Kiosk, while filling in as needed. Keep the kiosk supplied, print the signup sheets and communicate any signups with the appropriate team leaders weekly.
- Attend to special responsibilities that occur throughout the year, including newsletters, annual conference forms, Partners in Mission appeals, and other brochure reviews (all of which have a previous template).
- Help coordinate a yearly Mission Fair and provide administrative support.
- Participate in monthly meetings/conference calls with the Mission Committee Leadership Team. Attend the Missions Committee meetings, and provide administrative support as needed.
- Communicate with mission team leaders to understand support needed from the church and Mission Leadership Team.
- Update the mission monitors in coordination with the Communications coordinator.
- Send out email updates through the Here I am Lord emails outlining new mission opportunities and needs of mission groups.

Skills/Qualifications:

- A passion for guiding people of different ages and backgrounds into a deeper relationship with God and one another through mission.
- Proficient computer skills.
- The ability to work independently as well as with a team.
- A self-starter who is visionary, driven, flexible, able to deal with change and personally invested in the success of Birmingham First.
- Listening skills to hear people's passion and interests

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; reach with hands and arms; climb or balance; stoop; kneel; crouch; hear or smell. The employee may be required lift and /or move up to pounds.