

SERVING *at* NORTHEAST

GLOBAL OUTREACH – MISSIONS ADMIN COORDINATOR

VISION & ROLE

Our Global Missions Outreach serves global missionaries and ministries supported by Northeast Bible Church. The Global Missions Admin Coordinator assists with a variety of administrative tasks like organizing missions records, securing travel arrangements for short-term mission trips, and supporting the Missionary Care Team. This position is a great fit for a volunteer with gifts of administration and a heart for supporting missionaries.

CORE RESPONSIBILITIES

- Provide administrative support to the Global Missions Director and Missionary Care Team
- Plan, organize, and maintain administrative records for Global Missions
- Arrange logistics requirements (transportation, lodging, meals, etc.) for short-term mission trips
- Attend Missionary Care Team meetings as required
- Willing to serve for variable amounts of time on an as-needed basis

QUALIFICATIONS

- A servant's heart
- Positive, friendly attitude
- Professional demeanor
- Able to represent the church in grace and love
- Teachable spirit
- Administrative and computer skills (MS Word, Excel, PowerPoint, email, etc.)

WORKS ALONGSIDE

Eric Wilbur, *Global Outreach Director*

Missionary Care Team

Mission Trip Leaders and Participants

