



JOB DESCRIPTION – ADMINISTRATION

Position Title	ADMINISTRATION OF MISSION IMPACT TEAM (MI)
Position Reports to:	MI Director
Department:	MI
Schedule (may vary)	Weekdays, varied evenings and weekends (flexible)
Rate/Salary	Non-Exempt, Part Time (20-25 hrs/wk), \$20 hourly DOE

General Description

- Overall responsibility to support MI through administrative duties and work to promote the Kingdom mission of NCCC.

Specific Duties and Responsibilities

- Develop and maintain relationships with volunteers, mission partners and NCCC staff
- Support MI staff and events through CCB (CRM system), newsletters, emails etc.
- Streamline systems, organizations and management of schedule and help team plan ahead
- Manage Short-Term Mission Trips & ServiceReef Platform
 - Included but not limited to: help schedule fundraising, release forms, communication
- Plan and execute logistics of large volunteer meetings, events and partner lunches
- Curate and maintain profiles of local and global partners
- Liaison with Production team regarding planning of upcoming events, yearly major events, yearly promotional requests, and videos
- Communicate all website, announcement, photo content for all MI related events and partner highlights to the Production Team
- Manage and update MI pages on NCCC website
- Create event, volunteer, planning forms and follow up inquiries
- Schedule, plan and reserve all facilities, food, rooms, etc. necessary for MI meetings and events
- Lead MI Team with all MI Large Events (i.e. OneMeal Packing, Global Christmas Market, etc.)
- In collaboration with MI Team, host external mission ministry organizations using NCCC facilities
- Collaborate with MI Staff and Media Team to create and promote partners and highlight what they are doing to advance the kingdom
- Working with MI Director & Team to support all NCCC ministries through administration and planning to help them shape community impact initiatives (locally and abroad), and to help equip and resource them for this endeavor

Knowledge/Skills Required for the Job

- Passion for God, and the Mission of NCCC
- Experience and heart to serve through administrative expertise
- Extremely detail oriented and excellent writing skills
- Refined interpersonal skills to communicate effectively, empathetically and efficiently
- Excellent in idea conception (big picture) and ability to execute related strategies and goals
- Ownership and accountability for responsibilities
- Self-starter and ability to self-manage while executing goals

- 2-4 years proven excellence with unquestionable integrity
- Team-oriented with an understanding of and desire to be part of the great commission
- Ability to multitask and work in a fast-paced environment (at times)
- Ability to learn and adapt quickly and effectively
- Consistently and effectively utilizes dynamic communication and execution platforms to achieve ministry objectives (i.e., CRM Systems, ServiceReef, Website Maintenance, MailChimp, Zoom, Microsoft Word/Excel, Google Drive)

Personal Relations

- Works in team with NCCC Staff, the Mission Impact Team, and local and global partners

Work Environment

- Work environment will include NCCC; and remotely as needed

Education

- Bachelor's degree required