



JOB DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT, OUTREACH LOGISTICS

REPORTS TO: GLOBAL OUTREACH PASTOR

DEPARTMENT: OUTREACH

EXEMPTION STATUS: EXEMPT NON-EXEMPT (HR DETERMINES)

PAY GRADE: PART-TIME

SUMMARY OF POSITION

A Christian with excellent communication, organization and computer skills to assist in mobilizing and equipping Concord members to share the gospel and make disciples around the world through engagement teams that reinforce the work of church planting and missionary partners, including indigenous believers and fellowships. This administrative position requires significant capacity for budgets and financial stewardships, reporting, organization, systems, and processes. As well, any applicant must be able to maintain strict confidentiality and security measures.

KEY RESPONSIBILITIES

1. Assist with volunteer interview appointments, training, equipping and corresponding issues
2. Research and purchase airfare and/or coordinate ground transportation and other logistical support for outgoing teams
3. Maintain team member document pertaining to trips and projects
4. Manage accounts receivable and payable relating to teams and projects
5. Reconcile team cash advances
6. Process training and insurance enrollment for team members
7. Provide general info pertaining to national and international partnerships
8. Coordinate volunteer efforts in the maintenance and update of pertinent data and required for traveler documentation
9. Maintain website presence for engagement trips
10. Assist Outreach Team with other logistical needs as necessary or assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

1. High School Degree or Equivalent
2. 3+ years in an administrative support role



KNOWLEDGE OR SKILL REQUIREMENTS

1. Must be personable and detail-driven
2. Experienced with budgets and financials
3. Must be able to perform duties and responsibilities with moderate supervision
4. Must be able to deal effectively with sensitive and/or confidential information
5. Must be able to handle stressful situations
6. Must be capable of learning and abiding by Concord policies and procedures to insure all documents meet these policies
7. Good verbal and written communication skills; excellent interpersonal skills

WORKING CONDITIONS

Typically a 4 day work week in a professional office environment. Possible prolonged periods of sitting and/or standing. Ability to lift or carry 25 lbs.

DISCLAIMER

This position description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to the job.

Approved By

Date

Employee Signature

Date