



## Generate Ministry Team Assistant

### Job Summary

As a member of the Generate Team, you will support the US Ministries of the Missionary Church. The focus of the team is to equip churches, pastors and church planters to multiply disciples, churches, and networks to the fourth generation. We do this by providing support and resources to all involved with our mission.

#### **Your tasks will include:**

- Pastor, Church and Donor care and connection
- News/story gathering from around the denomination for various newsletters and websites
- Invitations and correspondence for departmental and denominational events
- Arrangements for event meals and guest lodging
- Registration and payment tracking
- Organizing and preparing materials for various events
- Onsite meeting hostess responsible for meals and snacks as needed
- Providing timely updates to leadership as required
- Supporting team members in other tasks as needed for the success of the department

#### **Key skills needed:**

- Self-motivated and able to work well in an open office with minimal supervision and virtual team environment
- Advanced knowledge of MS Office (Excel, Word)
- Comfortable with Google platform, virtual meeting apps and other web software
- Strong interpersonal skills with an ability to engage in comfortable conversation with many personality types
- Effective written and verbal communication skills
- Proof reading/editing skills
- Organize and prioritize multiple projects to meet deadlines
- Spanish translation skills a plus

Full time position – 40 hours

Pay range - \$24-36k with benefits (determined by skill level and experience)