



## Missions & Outreach Coordinator

OPEN

**Position Type:** Non-Exempt  
**Category:** Regular, Full-time position  
**Classification:** Category F  
**Reports to:** Director of Missions & Outreach

### Ministry Summary/Objective

Provide administrative assistance for Missions & Outreach department supporting programs, events, and day-to-day operations to fulfill the mission of the department.

### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### MINISTRY RESPONSIBILITIES

#### Department Responsibilities --

Provide administrative support for all Missions & Outreach initiatives, events, trips, and studies—

- Timely and accurate data entry, management, registration lists, and follow-up communication for assigned ministries areas
- Create and manage participant registration for events and classes assisting registrants as needed
- Run database reports, prepare presentations of data, and create email lists for target-marketing
- Day to day liaison to Communications department on print and online projects
- Day to day liaison to Facilities team for room reservations and setup
- Manage food orders, deliveries, setup, and cleanup for events & projects as needed
- Process supply and other orders for the department
- Mission & Outreach initiatives may include Housing Initiatives, Advent and Lenten Initiatives, Build-a-Backpack, Restock the Pantry, Orphan, Foster, & Adoption Ministry (OFAM), Room in the Inn, Golf Scramble, Kids Sale, Strategic Partner initiatives
- Participate in department and all staff meetings as requested

#### Financial/Administrative Responsibilities—

- Use BUMC approved software to maintain database of participants and volunteers; send emails and other communications, reserve event/meeting space, update webpages, create web-based registration forms, reserve Narthex tables for Sunday mornings, and other tasks as assigned
- Work with all BUMC departments (e.g., Finance, Facilities, Communications, etc.) as required to ensure proper processes, guidelines and procedures are being followed by you, laity, and partners to include, but not limited to, fundraising approvals, donation and registration fee collection, purchases, and statement reconciliation
- Oversee purchase order process and track revenue and expenses throughout event lifecycle
- Develop content for newsletters, website, bulletin announcements, seasonal letters, flyers, field manuals/handbooks, etc.
- Secure storage space for collected or donated things
- Secure volunteer labor for moving heavy donations or clearing space

#### General Administrative Duties—

- Coordinate scheduling of rooms and other facility related needs in eSpace software following up with room setups prior to event or class
- Manage participant registration for department events in eSpace software
- Facilitate background checks and Safe Sanctuary training requirements for volunteers
- Provide backup for BUMC receptionist as requested
- Participate in department and all staff meetings as requested

#### Competencies

- Excellent organizational skills with a strong attention to detail and accuracy
- Understanding of basic finance and budgeting processes
- High level of competency in Microsoft Office software and other web-based technology (e.g., Facebook and other social media webpages) with ability to learn computer programs quickly and use them proficiently (e.g., Arena church management system, event scheduling and registration software)
- Able to multi-task and juggle multiple priorities
- Self-starter who takes initiative and anticipates needs of the department
- Ability to communicate with persons of all levels of maturity and status
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Excellent verbal and written communication that inspire others to participate in mission work
- Able to work efficiently and effectively in a team environment (as well as independently) exhibiting flexibility when needed
- Passionate about participating in God's work in the world and able to articulate the connection between the Kingdom of God and the work of missions

#### Education and Experience Requirements

- Bachelor's degree in Business Administration or related field and/or equivalent experience/certification required
- Three (3) to five (5) years of related administrative and mission experience preferred
- Experience recruiting, training, and coordinating volunteers preferred

#### Supervisory Responsibility

This position does not have employee supervisory responsibilities; however, it does supervise volunteers for assigned projects.

#### Work Environment

This job operations in a professional office environment with occasional requirement of being present on local mission jobsite or visit to mission/ministry partner agency. This role routinely uses standard office equipment.

#### Physical Demands

While performing the duties of this job, the employee will be in an office environment. Position is required to see, talk, hear, stand, walk, and sit. Employee must lift or move office supplies or other donated items up to 25 pounds.

#### Expected Hours of Work

Days and hours of work are to be done Monday – Friday during normal business hours. Occasional evening and weekend work is required.

#### Travel

Occasional travel is required during business day to visit in-town mission partners.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.*