

## Global Missions Ministry Assistant

The Global Missions Ministry Assistant reports to the Minister, Global Missions Director. This is a part-time position.

If you are interested in this opportunity and meet the qualifications below, please [complete an online employment application](#). Upload your resume with cover letter at the end of the application form.

### Disclosure

We are committed to providing a safe and secure environment for our children and adults in our ministry programs. **We take all forms of abuse seriously.** As part of that commitment, we have preventative measures in place to safeguard each child, as well as those who serve them. These preventative measures include awareness training, skillful screening processes, policies and procedures, background checks, and monitoring and oversight to help us maintain compliance and accountability **for abuse prevention**. Furthermore, we understand and follow our reporting obligations in accordance with the state of Texas.

### Position Summary

The Global Missions Ministry Assistant is responsible for assisting in the mobilization and deployment of individuals into the mission field globally, both short and long-term. This is achieved through administrative support, internal and external collaboration, practical advocacy, and creative structures.

### Job Responsibilities

- Execute administrative tasks related to Global Missions meetings, events, and classes
- Coordinate logistics ensuring all schedules, materials, and communication align with department goals including coordinating with other departments.
- Execute high level tasks associated with short-term mission trips and manage the completion of logistical support for the trips
- Work alongside other assistants to execute budget, calendar, and communication processes within the department
- Maintain standard radical hospitality for various meetings and events for the Global Missions Department

### Qualifications and Requirements

- Agree with The Village Church's [Expectations of Membership](#), [Statement of Faith and Theological Distinctives](#) and commit to exhibit a lifestyle that is consistent with the same
- Competency in verbiage and concepts as it relates to the current state of Global Missions
- Mid-level understanding of global security concerns related to long-term and short-term sending
- Understanding of best practices related to volunteer engagement and partner development
- Ability to collaborate and communicate effectively with individuals from diverse backgrounds
- Excellent written and verbal communication skills