



UNION CHURCH
OF MANILA

Position Description: Missions & Benevolence Administrative Assistant

Role Overview

Title: Missions and Benevolence (M&B) Administrative Assistant

Reports to: M&B Chair / Senior Pastor

Hours: 40 Hours/Week

Classification: Level II

Purpose: To provide administrative coordination and organizational support to the M&B ministry team, focusing on scheduling, communication, and logistical coordination.

I. Administrative Support & Coordination

- Attend M&B meetings and take notes on assignments and action items
- Assist the Chair with meeting agenda preparation and distribution
- Maintain and update databases for the M&B Committee, ministry partners, and scholars
- Keep all M&B files organized and up-to-date
- Coordinate with Accounting to ensure approved disbursements are processed on schedule
- Compile monthly updates from ministry sub-leads for the Chair (due second Tuesday of each month)

II. Communications & Scheduling

- Serve as administrative point of contact for partner organizations regarding schedules, logistics, and basic inquiries
- Coordinate scheduling for committee visits to seminaries, schools, and partner organizations
- Track and file incoming reports, evaluations, and grades from partner organizations
- Manage scheduling and coordination for monthly Moment in Missions (MIM) during Sunday worship services
- Coordinate communications with the Care Ministry and partner organizations during natural disasters as directed by sub-leads

III. Event & Program Logistics

- Provide logistical support for programs such as but not limited to Together For Others (TFO) and Love In A Bag (LIAB) as directed by program sub-leads
- Support volunteer leads with scheduling and coordination for the Christmas Giving Project, Scholars' Fellowship, and annual Missions Fair
- Assist with basic logistical planning for mission trips as directed by the Chair
- Prepare announcements and content for bulletin, website, and newsletter based on information provided by sub-leads



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IV. Qualifications

- **Spiritual Maturity:** A disciple of Jesus Christ with a heart for mission work
- **Education & Experience:** Associate degree or equivalent administrative experience; experience in church or nonprofit settings preferred
- **Technical Skills:** Proficient in Word, Excel, and email communication comfortable learning new software systems
- **Interpersonal Style:** Organized, detail-oriented, and able to work independently while maintaining good communication with the ministry team

To apply, please email your CV to:

- mb@unionchurch.ph (Chair of the Missions & Benevolence Ministry)
- ucmadmin@unionchurch.ph (UCM Church Administrator)