Position Title: **Ministry Assistant for Church Mobilization**
Ministry Area: Mobilization
Reporting to: Pastor of Church Mobilization
FLSA Status: Part-time; Non-exempt
Classification: Administrative

Ministry Purpose:

At Fellowship we believe that God has more for us all. Our Mobilization team believes God is calling everyone onto a new mission, and we want to provide opportunities for our church body to serve our neighbors, plant churches, launch relief efforts, and travel the globe. We invite others to explore where God might be calling them to serve.

Position Summary:

The Ministry Assistant for Church Mobilization provides administrative and logistical support for the Mobilization Ministry. This position plays a vital role in ensuring the ministry area operates efficiently by coordinating schedules, managing reservations, organizing events, assisting with purchasing, and supporting the administrative needs of various ministry initiatives.
The Ministry Assistant is called to be highly organized, detail-oriented, proactive, and passionate about supporting the mission of Fellowship Church. This individual will work closely with Mobilization staff to help ensure ministry activities, events, and initiatives are executed with excellence.

Essential Duties and Responsibilities:

Administrative Support

- Provide general administrative support to the Pastor of Church Mobilization and ministry area initiatives including local outreach, global missions, church planting, and other ministry partnerships.
- Manage TouchPoint administrative tasks, including event setup, registrations, and other ministry area needs.
- Coordinate room reservations, facility requests, and event scheduling through eSPACE.
- Assist with ministry area calendars, scheduling, and meeting coordination.
- Prepare documents, spreadsheets, reports, and other administrative materials as needed.
- Maintain organized ministry area records, files, and resources.
- Assist with communication and follow-up related to ministry area activities.

Events and Logistics

- Provide administrative and logistical support for Mobilization Ministry events, meetings, and special initiatives.
- Coordinate room setups, facility needs, supplies, and event materials.
- Arrange food orders, catering, and refreshments for meetings, training sessions, and special events.
- Assist with planning and preparation for events such as Global Vision Week, missionary gatherings, training sessions, and ministry area meetings.
- Coordinate with other ministry areas to ensure event logistics are communicated and completed.
- Assist with event registration, volunteer communication, and preparation of materials.
- Provide additional administrative assistance as ministry needs arise.

Purchasing and Resource Management

- Coordinate departmental shopping and purchasing needs.
- Order supplies, materials, gifts, and resources for ministry programs and special events.
- Assist with tracking purchases, receipts, and ministry area expenses.
- Maintain inventory of commonly used supplies and materials for the ministry area.
- Help ensure ministry resources are available and prepared when needed.

Qualifications:

- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and priorities effectively.
- Excellent written and verbal communication skills.
- Comfortable using technology, including Microsoft Office, email, spreadsheets, and church management systems.
- Willingness to learn and utilize TouchPoint, eSPACE, and other church systems.
- Ability to work independently, take initiative, and follow through on assignments.
- A collaborative, flexible, and service-oriented attitude.
- Commitment to the mission, vision, and values of Fellowship Church.
- Previous administrative or church ministry experience preferred.

Physical Requirements (with or without accommodation):

- Regularly required to sit; use hands to handle or feel and talk or hear.
- Frequently required to reach with hands and arms.
- Frequently required to stand and walk
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

The intent of this position description is to provide a representation of the types of duties and responsibilities that are required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description