

TRINITY ON THE HILL
POSITION DESCRIPTION & RESPONSIBILITIES

Date: June 2025

Position: Administrative Assistant – Missions & Discipleship Ministries

Reports To: Director of Missions & Discipleship
Business Administrator

DESCRIPTION

Salaried position reporting to the Director of Missions & Discipleship. Also reports to the Business Administrator for issues regarding coordination of office administration, work schedules, and personnel matters. Position requires proficient computer skills, the ability to navigate various online resources, excellent communication and organizational skills, and the ability to work well with co-workers, volunteers, and members of the congregation.

Benefits include paid time off (office holidays, sick days, vacation, and personal days) and eligible to participate in a Simple IRA Plan with employer matching contributions.

As a member of the Trinity on the Hill Church Staff, the highest ethical and moral standards of Christian conduct are required and expected. Breaches of confidentiality and privacy will not be tolerated.

RESPONSIBILITIES (general framework, not intended to be a comprehensive list of duties)

- Administrative support, coordination, planning, and communication for Missions Ministry:
 - Plan and coordinate Hands Day events with missions leaders, volunteers, and partners
 - Assist with planning and execution of annual Trinity Missions Celebration weekend
 - Coordinate meals and entertainment for monthly Super Saturday events
 - Work with the Local and Global Team Leaders to ensure funding is distributed in accordance with the approved Missions Budget; prepare related paperwork
 - Assist with the planning and coordination of mission trips
 - In cooperation with marketing staff, create publicity for Hands Days, the Trinity Missions Celebration, and any other missions activities or events
 - Oversee volunteer registrations and ensure compliance with Safe Sanctuary Policy, where applicable
 - Obtain approval for any fundraising activities outside of the annual Missions Budget
 - Organize the collection and delivery of items donated to mission partners
- Administrative support, coordination, planning, and communication for Discipleship Ministry:
 - Manage participation rosters for all discipleship groups, activities, and events
 - Order and organize curriculum for classes and studies
 - Support and communicate with leadership teams, teachers, and discipleship groups
- Other
 - Prepare program receipts and accounts payable vouchers
 - Prepare monthly credit card reports
 - Ensure all ministry activities are added to the church calendar; coordinate with facilities staff for setups and special needs
 - Order supplies
 - Provide back-up administrative assistance and receptionist duties as needed