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**Position Title:** Global Impact Assistant  
**Hours/week:** 25 (part-time)  
**Reports To:** Global Impact Coordinator  
**Classification:** non-exempt

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Strong financial skills and attention to detail

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

**PRIMARY RESPONSIBILITIES:**

1. Answers phones, responds to email requests, and general requests for information on missions
2. Maintains the Global Impact filing system
3. Types correspondence, memos, spreadsheets; creates answers to routine correspondence without detailed drafts
4. Maintains ministry databases
5. Supplies Short-Term Mission Teams and leaders with necessary information for trips including support/income information, informational packets for teams, and leader supplies
6. Prepares ongoing Short-Term Mission Trip financial reports
7. Assists in communicating Global Impact needs, news, and opportunities to the congregation
8. Assists in plan development and event planning for various activities within Global Impact
9. Orders supplies; completes purchase orders for needs throughout the year
10. Requests rooms for various ministries within Global Impact and aids with event items
11. Oversees office help from Ministry Partners
12. Other duties as requested

**SKILL/ABILITY/KNOWLEDGE REQUIREMENTS**

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Minimum one year of administrative experience
4. Proficiency in Windows, Microsoft Word, Excel, and PowerPoint
5. Good people skills, grammar skills, and phone skills
6. Ability to maintain accurate records
7. Strong financial skills and attention to detail
8. Knowledge of general office equipment (i.e., copier, printers, and fax machines)
9. Ability to maintain confidentiality
10. A heart for missions
11. Requires some light lifting of supplies and files