



JOB DESCRIPTION

POSITION TITLE: Administrative Assistant – Global & Local Outreach and Camps

ROLE OVERVIEW: Global & Local Outreach Pastor | Camp Director | Executive Pastor

PRINCIPAL FUNCTION: This Administrator will support the Global & Local Outreach Pastor in developing mission plans and programs, support in executing and implementing these plans and programs, and support various local and global outreach ministries in initiating their respective programs and activities. This person will assist with some high-level camp administration.

RESPONSIBILITIES OVERVIEW:

Program Planning and Coordination

- Support the Global & Local Outreach Pastor in initiating plans and programs such as organize a volunteer work team and be available as resource speaker when necessary.
- Upon direction of the Global & Local Outreach Pastor, develop and execute a mission program or event.
- Support the Missions Pastor in developing an annual missions plan and calendar of programs and activities.
- Identify the needs of different outreach ministries (Foodbank, Evangelism, Jeevan Deep, Church Planting, etc.) and support their program implementation.
- Initiate and conduct meetings with outreach teams and volunteer groups when directed.

Work with the camp director 3-5 hours per week

Jan-August (5 hours a week):

- Adjusts any website information, registrations, or application information as needed.
- Helps train the camp coordinators in March (PCO, Jotform, taking payments, etc).
- Liaison between the Camp Director and Accountant to ensure finances are communicated and understood.
- Helps with the Summer Student Grant information gathering.
- Will help first morning of camps with attendance and trouble-shooting (7:30-10:00am).
- Helps with Rokhawah morning registrations (6:00-9:00am).

Sept-Dec (3-5 hours a week):

- Helps wrap up camp administration (expenses, bookings for next year).
- Creates & manages the camp website page, camp registration forms, camp application forms.
- Helps with final camp reports and statistics.



Communications

- Maintain and update the mission calendar (meetings, events, outreach activities).
- Communicate with respective outreach team, mission organization, church staff, or church members when directed.
- Coordinate in the development of communication materials.
- Communicate with mission organizations and partners when directed.
- Gather mission updates from mission partners.
- Maintain a record of global and local outreach committees' meetings and decisions.

Administration

- Maintain a database of volunteers.
- Monitor expenses within budget parameters.
- Establish logistics to support needs and supplies of different local and global ministries.

Other Duties

- Participate in weekly staff devotionals
- Participate in Support Team meetings as scheduled
- Participate in training and team building as directed
- Other duties as assigned

This position is from Tuesday – Friday - 32 hours a week beginning in the new year.

Those interested in applying should forward their cover letter and resume no later than December 15, 2025 to our Executive Pastor - John Boyachek

jboyachek@bramalea.org