



FIRST MCKINNEY

BAPTIST CHURCH

Job Description

Job Title: Missions Administrative Assistant

Job Purpose: Provide administrative support for the Missions Minister and Ministry.

Responsibilities:

- Provides administrative support to ensure efficient operation of Missions office, including calendar and email management.
- Assist Missions Minister with developing, planning, and implementing Mission's vision and projects.
- Support Missional Leadership Team and Ministry Partners by assisting with meetings, communication, and participating in missional activities.
- Serve with and oversee local mission efforts and in-house ministries (Finch & ESL.).
- Evaluate and engage with mission organizations, partners and programs sponsored by the church.
- Provide logistical support for mission trips, including travel arrangements and insurance coverage and maintaining mission trip database system.
- Provide support with database pathways as needed by the team.
- Assist in planning and maintaining Missions budget.
- Coordinates communication for the Missions Office, including internal updates, promotional materials, and external correspondence.
- Oversee event planning, logistics, setup, promotion, and volunteer support; collaborate with Facilities Director as needed.
- Maintain church-wide calendar of missional activities.
- Work on Sundays as needed to support Mission initiatives.

Qualifications:

- Understand and embrace our mission, strategy, values, and objectives.
- Display a vibrant pursuit and relationship with Jesus Christ.
- Must agree and adhere to Statement of Core Beliefs & First McKinney Core Values.
- Passion for Community and Global ministry.
- 3 -5 years administrative experience.
- Self-starter and detail-oriented approach.
- Handle all details and information in a confidential manner.
- Capable of handling multiple tasks at one time.
- Ability to problem solve and create solutions.
- Be a team player giving and receiving input, willing to compromise and cooperate.
- Proficient knowledge of office technology.
- Excellent people and organizational skills.
- Understand church business practices including budgeting.

Part Time: Hourly	FLSA Status: Non-Exempt
Ministry: Missions Ministry	Account #: 60030
Reports to: Missions Minister	Date Prepared: July 2025