



Missions Ministry Administrative Assistant

Department	Missions
Reports to	Pastor of Congregational Care and Missions
Job Status	Part-time, non-exempt – 10 hours
Direct Reports	None
Purpose	The Missions Ministry Administrative Assistant provides administrative, organizational, and logistical support to the Pastor of Missions and the Missions Committee. This role ensures effective stewardship, communication, and coordination of Westminster's global and local missions ministry, supporting missionaries, mission partnerships, short-term teams, annual events, and financial reporting.
Qualifications	• Active member of Westminster Presbyterian Church • Demonstrates a vibrant Christian faith consistent with PCA doctrine and Reformed theology • Excellent written and verbal communication skills • Strong organizational and administrative abilities • Proven experience coordinating projects and events • High level of discretion with confidential information • Advanced proficiency in Microsoft Office, particularly Word and Excel
Tasks, Duties, and Responsibilities	Committee & Administrative Support • Coordinate Missions Committee meetings, including agendas, minutes, scheduling, and follow-up items • Provide administrative support to the Pastor of Missions, including scheduling and calendar management • Maintain the Missions Manual, documenting policies, procedures, project histories, and key ministry contacts • Organize digital filing systems and ministry records • Support Missions Committee subcommittees through administrative coordination • Maintain inventories of missions ministry equipment and oversee checkout and return procedures Missionary & Congregational Communications • Receive, organize, and distribute missionary correspondence and prayer updates • Coordinate missions-related communication through worship services, bulletins, website, and digital media • Facilitate communication with supported local ministries and outreach partners • Help promote congregational engagement in missions opportunities Short-Term Missions & Special Projects

	• Coordinate administrative support for the church's special mission projects • Manage travel logistics for short-term mission teams, including transportation, lodging, insurance, and budgeting • Maintain communication with host organizations and field missionaries • Track donations and prepare reports related to mission projects and trips Events & Hospitality • Coordinate planning and execution of Missions Catalyst Weekend • Schedule and coordinate logistics and hospitality for visiting missionaries • Assist with follow-up and evaluation after missions events Financial Administration • Prepare monthly budget-to-actual financial reports for the Pastor of Missions and Missions Committee • Process expense reports and reimbursement documentation • Prepare check requests and financial documentation for approved missions expenditures • Coordinate with the Business Office to ensure accurate accounting and budget stewardship
Knowledge, Skills, and Abilities	• Exceptional organizational and time-management skills • Ability to manage multiple projects simultaneously while meeting deadlines • Strong attention to detail and commitment to accuracy • Ability to build positive relationships with missionaries, volunteers, ministry leaders, and church members • Ability to maintain confidentiality with financial and personal information • Demonstrated ability to leverage technology—including AI tools appropriately—to improve administrative efficiency while maintaining confidentiality and ministry sensitivity • Ability to work independently while supporting a collaborative ministry team

How to apply:

Send resume and cover letter to Ashley Kerr, Director of Business Administration -
akerr@wpcgo.com