

**Title:** Missions Assistant  
**Reports to:** Associate Missions Pastor  
**FLSA Status:** Non-Exempt  
**Approved By:**  
**Approval Date:**



HOUSTON **NW** CHURCH

### **POSITION OVERVIEW**

The Missions Assistant supports the Missions Department in creating a culture of missional living regardless of age and location that develops a primary emphasis on the Gospel by loving well with God given gifts and talents.

To be successful in this role, the Missions Assistant will uphold the mission, vision, and values of HNW while also working to identify missions' efforts within the community as well as internationally.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide support to CARES team by responding to requests to meet, scheduling CARES Team meetings and following up with clients following the meeting.
- Challenge, motivate, and support others involvement in missions.
- Provide input on missions and other HNW ministries on how to come alongside partners.
- Assist the Associate Missions Pastor in developing the local missions' calendar and support the planning, organization, and implementation of missions.
- Manage administrative needs of the missions such as calendar and event scheduling, submissions of purchase order and checks.
- Communicate updates to volunteer teams regarding meetings or other information as needed.
- Develop and send local outreach newsletters.
- Potential for local, domestic, and international travel to attend missions projects.
- Other duties may be assigned by the Associate Mission Pastor as needed to enhance the performance of this position or to support the ministry of Houston Northwest Church.

### **REQUIRED QUALIFICATIONS**

- High school diploma or equivalent. College education in relative discipline preferred.
- 3+ years administrative support experience.
- 3+ years experience working with missions in a church. Staff position preferred, but volunteer experience considered.
- Ability to travel locally and internationally and must maintain valid passport.
- Excellent written and verbal communication.
- Must be a team player and always willing to pitch in with the staff as needed.
- Ability to handle and respond to sensitive information.
- Ability to build and develop strong teams.
- Strong time management skills, organization, and attention to detail.
- Proficiency in MS Office, Cloud Storage system (i.e. Dropbox, Google, etc.)

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- Models standards and expectations of staff members within HNW including membership and worship attendance at HNW, cell group participation, lifestyle of tithing and generosity, and faithfully serving out of your call and giftedness.

#### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must lift and/or move up to 30 pounds.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. It is a nonsmoking environment. This position will also require regular local and international travel which will include but not limited to developing countries that require extended travel times, extreme weather, and unique environments.

#### **COMMENTS**

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. Houston Northwest Church Job Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.