



Missions Administrative Assistant
Job Description
www.harvestpeoria.org

Title: Missions Administrative Assistant (Admin)

Each church's ministry includes a commitment to Four Pillars:

1. Unapologetic Preaching: Preaching the authority of God's Word without apology. (2 Timothy. 4:2)
2. Unashamed Worship: Lifting high the name of Jesus Christ in worship. (John 4:24)
3. Unceasing Prayer: Believing firmly in the power of prayer. (Ephesians 6:18)
4. Unafraid Witness: Sharing the Good News of Jesus Christ with boldness. (Ephesians 6:19-20)

Position Objective: To work with the Missions Pastor to lead and develop life-giving and life-changing missions and outreach ministries at Harvest Bible Chapel of Peoria.

Commitment to the Vision of Harvest Bible Chapel Peoria:

Our expectation is that all employees will, along with their spouses and children, seek to model the vision of a complete disciple. We expect that all employees and their families will seek to:

- Worship Christ by consistently attending and engaging in our Impact Services
- Walk with Christ by consistently engaging as a part of an age-appropriate Impact Group experience at Harvest
- Work for Christ by faithfully serving in the ministries of Harvest as makes sense based on age and life situation
- Witness of Christ by regularly being part of the outreach ministries of Harvest, and by personally sharing their faith with others

Spiritual & Character Qualifications:

The Admin should:

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him
- Have a history of moral purity
- Be a self-starter with drive, passion and initiative
- Be teachable and willing to be held accountable
- Be a team player with a positive attitude

Professional Qualifications or skills:

- Enthusiasm for the doctrine, vision, philosophy of Harvest Missions and Outreach Ministry
- Proficient at Microsoft Word, Excel
- Some knowledge of database and website design is helpful
- Very detail oriented with the ability to multi-task
- Strong project management skills needed
- Proficient in graphics and basic desktop publishing
- Ability to communicate in multiple formats (verbal and written) in cross-cultural settings
- Ability to speak and read French and/or French Creole is helpful

Position description:

The primary responsibilities of the Missions Admin are:

- Assist in planning, organizing, and participating when able on the International trips
- Be responsible for logistics for international trips
- Assist in the communication with Haiti Initiative churches
- Work with the website and communication for the Haiti Initiative
- Assist in the local ministry outreach events such as: Compassion Day, Backpacks, Giving Tree, Snack packs, etc.
- Help with VBS as needed
- Assist with other special projects as assigned by the Missions pastor and/or Sr. Pastor
- Other administrative support for ministry staff as needed

Summary of Qualifications:

This person must be spiritually mature, have a heart for missions and outreach, flexible, and able to multi-task in order to coordinate and support the ministries at Harvest Bible Chapel.

Reports to: Missions Pastor.

Compensation:

- A competitive salary and benefits package commensurate with experience will be provided;
- Hours: 8:00 am – 5:00 pm M-F; some weekend events;
- Serious candidates should send a cover letter and resume to:

Kent Smith, Associate Pastor
Harvest Bible Chapel Peoria
Missions Admin Search
401 Cimmeron Dr.
East Peoria, IL 61611

Or email to: ksmith@harvestpeoria.org