

Approved by PMT

Mission Program Coordinator
Sunnyvale Presbyterian Church
728 West Fremont Ave, Sunnyvale, CA 94087

General Job Description

The Mission Program Assistant supports the Associate Pastor in the area of Mission & Service and works both to administer Mission & Service details and to coordinate mission involvement, thereby strengthening ties between the congregation and our mission partners. This person will assist in equipping elders, congregants, and mission partners; coordinate and track Mission & Service opportunities; and attend to administrative details.

This position is 20 hours per week and does not include medical, dental, or vision benefits.

Duties and Responsibilities

- Actively connect with current and potential Mission & Service partners as discerned by the Mission & Service team
- Track Mission & Service budget to ensure correct investment of our funds.
- Initiate and manage communication pieces for all Mission & Service initiatives.
- Work to fully support the coordination and implementation of Mission & Service opportunities, representing the church well to our partners.
- Support and attend the Mission & Service meetings.
- Take minutes for Mission & Service ministry area meetings
- Coordinate details of ministry and facility use with front desk.
- Record and process pastoral expenses as related to Mission & Service

Minimum Skills and Requirements

- Strong working knowledge of Word, Windows, Outlook and Excel. Working knowledge of PowerPoint desired.
- Ability to learn database skills
- Pastoral presence on phone and in person
- Strong ability to maintain confidentiality
- Demonstrated ability to give attention to detail
- Hold a strong, Christ-centered faith and consistently nurture that faith
- Passion for issues of justice and helping the underresourced