

Job Title: Missions Associate

Classification: Part time 20-25 hrs per week.

Reports to: Missions Director

Basic Personal Responsibilities

- Follower of Christ who relies on His wisdom and strength in serving in this position.
- Conducts themselves in such a manner that models authentic Christianity by maintaining a consistent relationship with the Lord and maintaining stable mental and emotional well-being.
- Demonstrates care and concern towards fellow workers, members of the church and the community, and demonstrates a servant's attitude in these relationships.
- Endorses and displays support of the church's mission, vision, values and operating principles.

Job Responsibilities

- Helps the Missions Director develop the missions calendar that gives opportunities for the people of Rivertree to actively engage in missions activities.
- Assists the Missions Director to plan, organize, and periodically lead overseas mission trips up to 4 times per year.
- Assists the Missions Director implement a missions communication strategy that keeps Rivertree aware of missions opportunities, missions partner needs and successes.
- Audits Missions Advisory Team meetings, takes notes, provides support, and informs MAT members of meetings and notes.
- Assists the Missions Director in training short-term mission teams.
- Communicates regularly with mission partners and mission advocates (Missions Director), tracks their prayer requests and needs, then regularly communicates this to the prayer team, Missions Director, and Missions Advisory Team.
- Assists and plans with Missions events such as Missions Weekend, Missions Sharing night, Missions Care Retreat, etc.

- Helps develop communication for the weekly Worship Guide, Mail Chimp, website and social media posts as needed.
- Setup, maintain, and restock the missions Kiosks/ tables and missions walls at all Rivertree Campuses.
- Represents the Go ministry on Sunday mornings at the campus where the Missions Director is not in attendance.
- Plans, alongside the Missions Director, Children's Director, Student Pastor and Life Groups periodic local community outreach to help facilitate opportunities to make disciples of our neighbors.
- Supports the Missions Director with the application process for mission trips by collecting and organizing applications/documents and maintaining a team roster for each trip.
- Plans regular appreciation lunches for our local partners to encourage and connect.
- Participates in the planning and execution of church wide events (i.e. Easter Egg Hunt, Fall Jam, Summer Celebration, etc.)
- Job includes periodic local and international travel.
- Job requires a combination of office and irregular hours. Five hours will be devoted to Sunday. Will occasionally work nights and weekends.
- Job requires working at multiple campuses both on Sundays and during the week.
- Attends weekly staff meetings as available.
- Other duties as assigned by the Missions Director or lead Pastoral staff.
- Assist in Benevolence needs and organization.
- Help develop and oversee missions intern program.

Job Qualifications

- Disciple of Jesus who desires to serve Him by being employed in this position.
- Accomplishment of receiving a four-year college degree with preference given to missiology and theology.
- Long Term Missions Experience is preferred, but not required
- Administration skills such as time management and note taking.
- Punctuality- maintains a regular commitment to being on time or early to appointments.
- Team player – works well with church staff and mission partners. Strong integrity. Approachable and engaging with people. Willingness to work in a

collaborative team environment.

- Personal experience in introducing individuals to Jesus Christ and making disciples.
- Heart for Missions and mobilization.
- Under the direction of the Missions Director, demonstrates an ability to plan, organize, and lead overseas mission trips.
- Demonstrates ability to cultivate relationships and rally others around ministry vision and goals.
- Capable of recruiting and equipping persons for various volunteer positions vital to the ministry.
- Demonstrated project management/administration/organizational skills.
- Demonstrated training and communication skills.
- Ability to work in a fast-paced environment.
- Can critically evaluate and understand missions strategies
- Comfortable telling people “no” in situations that will upset the hearer
- Agrees with the mission philosophy of Rivertree Church and the Missions Advisory Team
- Highly organized, efficient, and have a strong proficiency towards administrative tasks and roles.