

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