

MISSION ADMINISTRATIVE SPECIALIST (MAS)



Qualifications

- Ability to relate to both adult and student participants
- Heart for mission service
- Computer proficiency within a Windows environment
- Willing to learn new software applications
- Good verbal communication skills
- Ability to offer good customer service
- Ability to receive instructions and carryout assignments in a timely manner (good time management)
- Desire to be a cooperative, supportive member of a team

Contractor/Ministry Responsibilities

- Set up, organize, and maintain the mission office
- Receive phone calls and team emails
- Assist the Mission Coordinator (MC) with communication with Group Leaders and participants
- Relay messages for Group Leaders and Team BOUNCE members
- Contact BGCT Staff when supplies are needed
- Prepare mission reports to be returned to BGCT at the conclusion of the mission
- Prepare signs, labels, and printed materials needed during the mission.
- Assist Mission Coordinator in finalizing Ministry Team Assignments
- Set up and conduct mission registration with Mission Coordinator
- Confirm and update mission registration numbers at mission registration
- Print Ministry Team labels for Operation Affirmation envelops after mission registration
- Prepare mission expense reports and keep up with mission receipts
- Train Team Evangelism Reporter and collect information daily
- Assist Worship Team by serving as a stage manager
- Assist Worship Team by running presentation software when needed
- Manage and inventory the BOUNCE Merch Table
- Collect Worksite Information Forms from the Construction Coordinator
- Attend all adult meetings with Mission Coordinator
- Distribute and collect Group Leader Evaluations
- Participate in daily staff meetings and Team devotionals
- Prepare Group Leader Exit Packets
- Keep vehicle mileage log if needed.
- Encourage and spend time with participants
- Other duties as assigned