



MITCHELL ROAD PRESBYTERIAN CHURCH
Position Description

TITLE: Engaging the World Project Coordinator

REPORT TO: Engaging the World Pastor

HR & LEGAL CLASSIFICATIONS

FLSA Status Non-Exempt **DOL Status** Part-Time **Pay Type** Hourly
varies 26-28 hrs/wk

FLSA EE Class Ministry **DOL Fact Sheet #** N/A **Ministerial Exception** No
Support

ULTIMATE GOAL / OBJECTIVES OF POSITION:

Provide clerical and administrative support to assist the Engaging the World Pastor and Staff in facilitating the goals & mission of the ministry.

PRIMARY RESPONSIBILITIES / ESSENTIAL FUNCTIONS:

- Oversee and execute towards the fulfillment of Engage the World goals and benchmarks and participate in team discussions and decisions.
- Administrative duties as it benefits the team: phone calls, emails, check requests, ordering of necessary materials, copies, managing the Engaging the world pastor's calendar)
- Missional Living Conference – invite all global partners, help plan and schedule all event details of the conference, work with the volunteer coordinator to find host families for missionaries and all other volunteer needs, order catered meals and tablecloths, communicate with missionary attendees about their individual speaking responsibilities, work with the Facilities Director and Children's Director regarding their involvement in the conference.
- Plan and coordinate global and local short-term missions' trips.
- Coordinate all projects that fall under the local or global missions/outreach ministry of MRPC including, but not limited to, the missional living conference, this includes special project funds, the I-Face Thanksgiving Dinner, use of the 305 house, pastoral interns, and church planter residents, etc.
- Assist the Local Outreach and Mercy Ministry Director with congregant involvement with local outreach partnerships.
- Provide missionary support and act as the liaison between MRPC and ongoing supported global partners and local outreach or community partners.
- Engage in internal and external communications through the MR website, Engage ministry events website, social media, bulletin, community life video & weekly email.
- Coordinate MR congregant's missional living stories
- As a member of the MRPC staff, assist the larger staff and congregation as needed.

REQUIREMENTS / QUALIFICATIONS / EXPERIENCE NEEDED:

- Passion for local & international missions & outreach
- Proficient on a computer and with Microsoft and Google applications
- Self-motivated and self-driven

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- Forward-thinking mindset
- Effective communicator between and among church staff, congregation, and outside ministries
- Cooperative team player

STAFF AND VOLUNTEERS WHO REPORT TO YOU:

Engaging the World Social Media Strategist

Lead volunteers from Mitchell Road's Foster and Adopt, ESL/Citizenship, and MR Friends ministries.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

This job operates in a professional office environment with moderate noise and light traffic. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and requires the ability to work in a confined space while sitting or standing for extended periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMERS:

The position description design does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may be assigned (or changed) at any time with or without notice.