

**POSITION DESCRIPTION
COOPERATIVE BAPTIST FELLOWSHIP**

TITLE: Global Missions Operations Associate

EMPLOYMENT STATUS: Part-Time; Non-exempt

DEPARTMENT: Global Missions

RESPONSIBILITY: The position provides administrative support for CBF Global Missions to increase efficiency in operations and build departmental capacity to sustain Christian mission personnel and projects in twenty countries around the world.

REPORTS TO: Director of Global Missions Programs and Impact

RELATES TO: CBF Global Missions staff and Field Personnel, CBF Strategic Collaboration Team, CBF Missions Council, CBF state and regional organizations, and the leadership of congregations and other mission organizations.

SUPERVISES: N/A

DUTIES:

1. Completes basic and advanced administrative functions to support departmental operations, programs, and initiatives that may involve confidential information and/or direct communication with volunteers, donors, and partners on behalf of the Global Missions staff.
2. Coordinates logistics for regular meetings and special events, whether in-person or virtual, and offers additional support, as needed, during said meetings and events.
3. Administers web-based applications, including volunteer application/screening and event registration systems.
4. Administers regular and occasional digital communication projects, including social media postings, prayer updates, and Mission Bites to promote Global Missions.
5. Provides updates and corrections to departmental and organizational websites and calendars.
6. Identifies inefficiencies in Global Missions operations and proposes proactive solutions.
7. Completes monthly expense reports for the Coordinator of Global Missions.
8. Apprises the Coordinator of Global Missions of pertinent issues in the work environment to enhance team function.
9. Completes other duties as assigned.

REQUIREMENTS:

EDUCATION: Bachelor's degree required; seminary or graduate degree unnecessary but welcomed.

EXPERIENCE:

- 3-4 years of experience providing administrative support and/or program or project management, preferably in a non-profit organization.
- Advanced proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint) and Adobe Acrobat.
- Proficiency in social media platforms, basic web design, and web-based applications or willingness and aptitude to be trained.
- Christian commitment and church involvement required.
- Appreciation of diverse cultures and work environments required; experience with cross-cultural mission organizations welcome.

SKILLS:

- Ability to relate well to the CBF constituency, both internally and externally, with friendliness and professionalism.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail, often with deadline pressure.
- Demonstrated ability to make sound decisions and solve problems proactively.
- Team-player with the ability to complete projects independently.
- Proven ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Very strong interpersonal skills.
- Excellent written and verbal communication skills.

PHYSICAL:

While performing the duties of this job, the employee is regularly required to remain stationary, communicate and exchange information. May be required to exert up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

COMMITMENT:

Cooperative Baptist Fellowship is a Christian network committed "to helping churches and individuals to discover and fulfill their God-given mission." The work of this position exists to further this commitment.

Please send resume and cover letter to lcross1@cbf.net.