

# ICC Staff Team

## Job Description



### Missions Specialist

#### **Job Brief**

As Island Community Church's Mission Specialist, you will undertake a variety of day-to-day administrative tasks to ensure that our missions ministry team has adequate support to lead efficiently and effectively. Your goal is to use your gifts and skills with excellence and timeliness to contribute toward the mission and growth of the church. The tasks of Missions Support will be diverse ranging from data and systems management, organizing short-term missional sending resources, volunteer and participant communication, and support in the planning and execution of events; requiring high trustworthiness, self-motivation, competence in work prioritization and ability to work with little supervision. While you are in a support role, you are a vitally important part of the entire ministry and leadership team.

*Direct Report: ELT/ Local Ministry Coordinator*

#### **Responsibilities:**

##### **Global Missions Discovery Support**

- Support the development of resources to aid the Global Missions discovery process
- Execute content strategies for @ICCGlobalMissions Instagram and Facebook discipleship resources
- Maintain the Global Missions calendar
- Support Global Missions Staff Team with administrative tasks
- Maintain the Global Missions pages on the ICC website and app with the Connections Director
- Organize and help communicate signup opportunities for Global Missions trips, workshops, and discipleship opportunities

##### **Global Missions Training Support**

- Support Global Missions training and discipleship events
- Organize resources and meals for Global Missions Workshops
- Support the Global Missions Cohort with arrangement of locations and meals
- Maintain contact lists for Global Missions training
- Coordinate resources for the Global Missions Cohort
- Host team and lead short term mission team meetings

##### **Global Missions Mobilization Support**

- Maintain the Short-Term Missions sending calendar

- Support coordination of planning and preparation for short-term missions sending, including all document preparation, resource organization, and collecting trip fees
- Organize trip training materials
- Prepare all materials needed for trip team leaders
- Coordinate all materials and documents needed while the team is on the ground
- Be on call for short-term teams as an emergency travel resource
- Plan and arrange all Global Missions travel for Elders, staff, short-term teams, and ICC mission partners
- Develop short-term mission trip budgets and manage allocated finances
- Communicate all missions finances to trip leaders and participants
- Organize a Global Missions management system according to trip timelines
- Assist Global Missions Leadership in administration and preparation for all teams/trips
- Maintain the develop and maintain the student mobilization pipeline supporting the Student Ministry Coordinator
- Disciple and train students toward the pathways of intermediate and long term sending
- Serve as an on-call resource to short term mission teams in the event of a travel or medical emergency
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#### **Global Missions Partner Support**

- Maintain care calendar for ICC Global Missions Partners
- Support Global Missions Leadership in connecting regularly with ICC Partners
- Maintain systems to ensure follow through with care needs represented by our apprentices and partners

#### **Local Ministry Support**

- Maintain Local Ministry volunteer contact lists and communication channels
- Purchase supplies for Local Ministry events
- Support communications to Local Ministry volunteers
- Maintain Local Ministry Events calendar
- Support the planning of Local Ministry events
- Develop resources to promote Local Ministry opportunities to the church
- Support Local Ministry Coordinator in delegated administrative work

#### **Additional Staff Responsibilities**

- Willingness to participate in and support Sunday ministry through presence on Sundays and availability to support ministry leaders
- Willingness to serve as a Global Missions leader on trips when requested
- Represent missional support needs, opportunities, and events in ICC staff meetings
- Willingness to represent missional opportunities and connections on Sunday mornings
- Collaborate with the Ministry Support POD
- Participate in the Missions POD initiatives

- Work with the Missions POD to support ministry leaders