

Outreach Ministry Assistant Prospectus

This document is to be reviewed and signed by anyone submitting an application for this job opening at Northwest Church.
Application and the prospectus are due 03/18/18

Role & Responsibilities: To assist the Outreach Ministry Director with local and foreign outreach, budget, correspondence, and administrative tasks.

- Track the finance budget for all Outreach Departments
- Assist and coordinate administrative duties for the Outreach Ministry Director
- Coordinate General Missions Training and Missions Council meetings
- Set up and assist with weekly food pantry in the gym
- Communicate with and assist the leaders from the various outreach and missions ministries

Qualifications: The following are the minimum requirements for this job:

- Be a member of Northwest Church and regularly attend weekly church services
- At least two years of experience as an Administrative Assistant
- Must be proficient in Microsoft Office (Word & Excel)
- Attention to detail
- Experience with local and/or international outreaches

Compensation: An hourly rate will depend on skill level and experience. For further information, contact Pastor Susanne Klovdahl at 253-838-6321 ext. 229.

Proposed Work Hours: part-time, approximately 21-24 hours per week
Wednesday through Friday from 9:00am-4:30pm, some Wednesday evenings
Flexible hours per project as needed (Saturdays, Sundays, etc.)

Vision: We want to equip the congregation of Northwest Church to fulfill the great commission in our community, our state, our country, and around the world. We desire a well-organized Outreach Department with timely communication, a well-maintained budget, and a positive relationship with all those involved with NWC outreach activities.

I have read the above qualifications and believe that I have the skill set and experience needed to apply for this position.

First Name, Last Name

Phone Number

Signature

Date

You must submit this signed prospectus with the employment application form for non-pastoral positions by Sunday, March 18th by mail, by email (susanne.klovdahl@nwcfoursquare.org) or at the church office.