



MissionGO Job Description

Job Title: Administrative Coordinator

Department: Communications and Administrative Services

Reports to: Director, Communications and Administrative Services

Salary Range: Salary Commensurate with Experience

Location: Buffalo, New York

Ministry Focus

Since MissionGO is a Christian mission organization whose role involves both ministry in and to the local church, both in the US and abroad, and since it is expected of our donor base that we operate as a Christian ministry giving honor to Jesus Christ, each employee shall:

1. Participate in weekly prayer meetings and corporate prayers.
2. Pray with missionaries when requested by the same or when deemed appropriate with missionary permission. (This will apply to some positions more than others.)
3. Conduct themselves in a Christ-like manner at work and outside the workplace.
4. Promote and defend the evangelical approach to ministry that MissionGO has adopted and put into practice.

It is further recognized that, since MissionGO is a faith-based ministry, both in the US and abroad, each employee should be a member in good standing of a church that is in agreement with the Statement of Faith of MissionGO.

Job Overview

This full-time position will act as a *support* to the Director of Communications and Administrative Services, ensuring the smooth operation of the office, managing administrative tasks, and providing support to the Director in day-to-day activities. The purpose of this position is to serve career missionaries out on the field and staff at the Home Office with diligence, positivity, and excellence.

Essential Duties and Responsibilities:

- Assists the Director with projects.
- Manages day-to-day administrative tasks such as answering phone calls and responding to emails; Exhibits polite and professional communication via phone, email, mail, and Zoom meetings. The ability to communicate well on the phone is imperative.
- Supports the CAS team by performing tasks related to organization and strong communication.
- Assists Director with making personal connections with missionaries and donors.
- Maintains staff digital and physical bulletin board of mission announcements.
- Assists Director in planning details for events such as staff holiday parties, etc.

- Works with vendors (USPS, FedEx, printer companies, etc.).
- Receives, stores, and distributes office supplies; maintains inventory and equipment.
- Maintains cleanliness within the kitchen and conference rooms.
- Drafts, proofreads, and edits correspondence, reports, and other materials as needed.
- Coordinates travel arrangements and accommodations for staff and missionaries.
- Updates the mission's database, ensuring accuracy and completeness.
- Maintains good rapport with staff and missionaries.
- Updates job knowledge by participating in educational opportunities.
- *This is not meant to be a comprehensive list of job duties and responsibilities.*

Qualifications:

- *Must be in full agreement with MissionGO's vision and Statement of Faith*
- High school diploma; Associate or Bachelor's Degree preferred (English or Communications is a plus)
- 1-2+ years of administrative experience is desired
- Knowledge of software including Microsoft Office, Adobe Suite, Publisher, Constant Contact, and Canva is desired

Knowledge, Skills, and Abilities:

- Excellent written and verbal communication skills with an aptitude for writing (professional and creative), proofreading, and editing. Ability to write in a friendly and approachable manner.
- Must have good organizational and administrative skills and have the ability to manage multiple projects at the same time; detail-oriented
- Exhibits a willingness to learn new programs and adapt to new responsibilities; willing to accept direction yet also needs to be a self-starter with the ability to take initiative
- Able to analyze and discern information; Problem Solver
- Knowledge of design software is not required, yet desired

Work Schedule: Full-time 9-5pm. Occasional extra hours will be required. Some travel may be required.

Physical Requirements: When vendor shipment arrives, boxes may be as heavy as 10 pounds.

Benefits:

- Paid Time Off, Paid Holidays, Paid Sick Time
- Access to Medical Insurance
- Participation in a 403(b) retirement plan
- Teamwork: You will be part of a friendly and driven staff to provide exceptional service.
- Community: Fellowship and prayer with your colleagues and be encouraged in your faith.
- Career development and mentoring: We are a Christian organization with experienced and thoughtful leaders committed to investing their time to grow and develop others.

Please send your cover letter, resume, and any reference letters you would like to include to hr@missiongo.org.