

**Ministry Area:** Missions

**Reports to:** Mission Trip Coordinator

**Ministry Area Purpose:** To build a community that seeks to Glorify God by enabling the day-to-day operations of Global Mission Trips.

**Apprentice Responsibilities:**

- Assist in administrative details of global trips from start to finish ensuring teams are built, travel preparations are successfully planned, communication is maintained with all necessary parties and monies are managed.
- Schedule meetings and events to include staff, leaders, coaches and short-term team members
- Assist in corresponding with the trip leaders and mission volunteers on action items that need to be taken
- Run weekly reports on various measurables
- Model discipleship by using position to recruit and equip individuals to assist in administrative opportunities
- Train others on computer programs and computer processes

**Helpful Competencies, Skills, and Experience:**

- Strong administrative skills with high attention to detail
- Strong communication skills both written and verbal
- Excellent organization and prioritization skills
- Ability to build effective individual and team relationships
- Ability to manage multiple priorities
- Skilled on a computer, proficient in Microsoft Outlook, Word and Excel and have the ability to learn and use new computer software

**Measurements of Success:**

- Growing relationship with Jesus
- Model the Church of Eleven22's mission, purpose, and core values.
- Making of Disciple making disciples.
- Efficiently meets deadlines.
- Anticipate needs and be proactive in execution
- Represent Christ in relationships with outside parties and agencies
- Manage confidential and sensitive information with discretion