

MISSIONS MINISTRY ASSISTANT

Christ Community Church // Omaha NE

This part-time role is a key part of the Missions team and exists to pursue kingdom impact around the world and in the city of Omaha. This position will focus on merging vital administrative functions for the entire team with the execution of ministry in our world, our city, and inside the church.

PRIMARY RESPONSIBILITIES

Administrative (50%)

- Provide oversight and execution of administrative functions for the Missions team including but not limited to:
 - Travel arrangements for mission team and short-term missions trips
 - Database management of mission's volunteers, including managing database events
 - Attend and take notes in key missions related meetings
 - Event planning and execution
 - Other administrative duties as assigned
- Assist in development and execution of the Missions communication plan
 - Weekly social media postings, texting, and emails
 - Missions related website content
 - Manage Missions media content such as pictures and videos
- Participate in key weekly meetings such as Staff Development and Missions team meeting

Projects (50%)

- Assist in planning and execution of key Missions events and projects
 - Missions Week
 - Containers
 - City Serve
 - Christmas Store
 - Lunch on Mission
- Lead missionary care
 - Help with housing, transportation, and other needs while on home assignment
 - Coordinate an open house (if desired) while on home assignment or for Missions Week
 - Manage missionary care plan including but not limited to partnerships with community groups, special occasions, and emotional/spiritual care

NECESSARY SKILLS & BACKGROUND

- High-level of organizational skills and attention to detail
- Proficiency with Microsoft Office
- Skill and understanding of social media
- Passion for missions in both word and deed (solid history of missions involvement)
- Strong interpersonal communication skills and willingness to engage and recruit volunteers
- Communicate well and flexible when changes occur
- Prior experience in project administration and event coordination
- Member or regular attender of CCC (willing to become a member)

To apply for this position, email your resume and responses to the initial interview questions to Leslie Feeney / leslief@cccomaha.org

TYPE OF POSITION

- Part-time salaried position averaging 28 hours per week.
- Requires high flexibility in work schedule. The normal schedule is three and a half days during the week. Frequently events and work projects happen on Saturdays. Additionally, volunteer recruitment and promotion often require involvement on Sundays. The expectation is that you will work with your supervisor to determine normal work schedule but balance your workweek as required.
- Staff Supervised: None
- The duties of this position are primarily conducted in an indoor office environment with typical lighting, heating and cooling. Some ministry events will be conducted outdoors.

PHYSICAL DEMANDS

In order to successfully perform the duties of these positions, the individual needs to be able to do the physical requirements noted below. (C = Constant (>50%); F = Frequent (25%-50%); O = Occasional (1-25%); N = Never (0%))

- F - Light Lifting (<20 lbs)
- O - Moderate Lifting (20-50 lbs)
- N - Heavy Lifting (>50 lbs)
- F - Standing
- F - Reaching (extending hands and arms in any direction)
- F - Sitting (for sustained periods of time)
- F - Walking (moving foot to accomplish tasks)
- C - Repetitive motion (sustained movements of wrists/hands/fingers)
- O - Bending
- O - Pushing/pulling
- O - Driving
- C - Hearing

CHRIST COMMUNITY CHURCH

Omaha, Nebraska

About the Church

Christ Community Church is a flagship church of the Christian and Missionary Alliance. Established over 100 years ago, we are grateful that we are still a thriving, five generation church after 100 years of kingdom impact. We value the mission of God both here and among the least reached people of the world. We exhibit excellence in leadership, teaching, worship and giving. We are a debt free church with generosity as a hallmark. We are passionate about the deeper life of the Holy Spirit. Community is our middle name.

About the City

The Omaha metro has over 900,000 people – over half of which have no connection to a church home or life in Christ. It is known as one of the best places in America to raise a family. Cost of living is low, wages are high, education is excellent, health care is strong, arts are abundant, and people are warm and welcoming. The political and financial climate is conservative. Crime is low. Omaha is home to the world's best zoo and the College World Series. A citywide movement called Within Reach consists of forty churches committed to reaching the lost, planting churches, developing next gen leaders, and unleashing unprecedented compassion on the city. CCC is the convener of this movement.

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