



Mission to the World

Position Results Description

Job Title: West Coast Hub Administrative Assistant

Grade Level: 2

Date Approved:

Date Last Updated: August 25, 2017

Job Summary: The Mobilization Administrative Assistant provides administrative support to the West Coast Hub and to the West Coast Hub Director in particular. The Assistant also will help to communicate with MTW candidates and their specific mission opportunities.

Three core values for our team are: **Prayer:** We support each other and depend upon the Lord as we make pray a primary focus for all that we do. **Excellence:** We believe that God calls us to be effective and productive in our work. To that end we continue to learn how best to do all that God calls us to. **Teamwork:** It takes many people to care for, shepherd and send people to the mission field. Our team will coordinate our work and delegate tasks in a cooperative and collaborative way.

Key Result Area (KRA): Administrative Support for West Coast Hub

Relative Importance: 80%

This will be satisfactorily performed when:

- A. General inquiries from churches, recruits or other outside parties are answered in a timely and professional manner (24-72 business hours).
- B. Manages the Hub inbox and determines the next steps for all emails and interest forms within 24-72 business hours.
- C. Follows the MAT method of follow up for next steps for each interaction.
- D. Tracks all inquires and interaction to leverage future opportunities.
- E. Ensures that MTW print literature and materials used by the West Coast Hub are kept in stock and information packets for recruits or churches are assembled.
- F. Handles all mailings for the West Coast Hub.
- G. Acts as wingman on Expensify for all West Coast Hub network participants and submits reports for reimbursement as needed.
- H. Handles scheduling for all West Coast Hub meetings, events and gatherings.
- I. Helps to plan and implement all short-term mission opportunities.
- J. Assists the West Coast Hub Director with various tasks on an as-needed basis.



Key Result Area (KRA): Become familiar with World-wide Mission Needs

Relative Importance: 20%

This will be satisfactorily performed when:

- A. The admin will seek to understand the mission needs of MTW teams around the world.
- B. The admin will help to effectively promote (via written and verbal communication) these needs in a compelling and understandable way.

Job requirements:

KNOWLEDGE – Computer proficiency, particularly with Word, Excel, Outlook, web based, mapping, web based calendaring, and web based scheduling. Missions and cross-cultural experience is a must. Also, knowledge of the PCA and MTW is required.

SKILLS – Phone/customer service skills, detail oriented, and able to complete tasks in a timely manner, servant attitude. This job requires computer literacy, excellent customer service skills, and a broad range of knowledge about the PCA and MTW.

Interested applicants should send a résumé and a cover letter to: mike.pettengill@mtw.org by September 15, 2017.