

OUTREACH MINISTRY ASSISTANT

Job Description



Primary Purpose

The purpose of this position is to provide administrative and logistical management for the local and global missions of Rockharbor Church. This role manages calendars, coordinates event logistics, processes community benevolence requests, and maintains partner databases. They ensure the ministry maintains excellent communication internally across church staff and externally with community leaders, volunteers, and individuals seeking assistance. Coordinates communications and clerical functions for missions experiences with a heavy emphasis travel logistics.

Position Requirements

- High School Diploma, associate degree preferred, or equivalent experience in an administrative role.
- Minimum two (2) years' work experience in administrative position.
- Extensive experience coordinating complex travel itineraries, managing end-to-end travel logistics, sourcing and booking corporate travel and arranging domestic and international travel.
- Minimum one (1) year experience working or serving in church, ministry or mission driven organization.
- Exceptional organizational skills with strong attention to detail, accomplish multiple tasks, and follow-through.
- Ability to handle confidential and sensitive information with the utmost discretion and integrity.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook), and Church Community Builder (CCB) database.
- Ability to promote a positive attitude and working environment, with the desire to have fun, be positive and flexible
- Detail oriented with the desire to problem solve and innovate to enhance processes.
- Proven experience developing and leading volunteer teams.
- Excellent written and verbal communication skills with a polished, professional presence in all interactions.

Ministry Department:

Outreach

Reports To:

Outreach Director

Status:

Part-time, non-exempt
(M-Th 9am-2pm)

Revised:

October 2026

Rockharbor Church exists to love and lead one another to be devoted followers of Jesus.

We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!

- Ability to be a team player and adapt to changing circumstances.
- Available for occasional Saturday or Sunday commitments in support of Outreach events and projects.

Position Responsibilities

- Maintain master calendar for outreach events and missions trips.
- Assist with logistics for local and global outreach events and project such as food drives, seasonal outreach programs, and mission's trips.
- Coordinate all administrative support, travel logistics and documentation for mission's experiences.
- Assist in organizing training materials for equipping ministry team leaders.
- Collaborate on the creations, formatting and distribution of curriculum for mission's team preparation.
- Assist directors in managing team members, tracking required forms and maintaining volunteer records.
- Order and organize supplies, manage drop-offs, and serve as the main point of contact for external vendors.
- Primary first point of contact for local community members requesting ministry support.
- Process intake paperwork for benevolence program that supports and cares for community member who are in immediate need. Ensuring confidential tracking of support distribution.
- Build and maintain strong relationships with ministry partners.
- Evaluate current and potential ministry partners to ensure alignment with Rockharbor's mission.
- Maintain the outreach@rockharbor.tv and localoutreach@rockharbor.tv email accounts.

Personal and Spiritual Requirements

Has a growing and active relationship with Jesus, demonstrated through daily time with Him.

Shows commitment to spiritual, personal, and professional growth.

Models standards and expectations of Rockharbor Church leadership, including, but not limited to:

- Upholding Rockharbor's Core Values and mission
- Regular attendance at Rockharbor Church services
- Regular participation in a Community Group
- Partnership through tithing and serving
- Abstaining from smoking, vaping and illegal substances
- Models discretion and positivity in use of Social Media
- Setting of appropriate boundaries to protect character and integrity