

## **Missions Associate**

**Friends Church/Yorba Linda, CA**

**Church Size: 6,000+**

**Ministry Scope: Missions Ministry, 20 hours a week, Non-Exempt**

**Compensation | \$25 an hour**

## **About Friends Church**

Friends Church is a growing, multigenerational community located in North Orange County, California. We are committed to becoming a community of authentic Christ-followers, compelled to change our world. We believe the next generation matters—and we are passionate about helping the community know and follow Jesus.

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## **Position Summary**

The Part-Time Missions Associate serves as a key support role within the Missions Department, working collaboratively to advance Friends Church's mission initiatives locally and internationally. The associate will support program development, volunteer management, event coordination, and administrative functions while maintaining alignment with the church's mission statement and departmental goals.

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## **What You'll Do**

### **Mission Leadership & Communication**

- Understand and execute Friends Church Mission Statement and Missions Department initiatives, goals, and programs.
- Clearly communicate mission vision and objectives to congregation, volunteers, and community partners.
- Represent the Missions Pastor in their absence, effectively communicating department vision and priorities.
- Work collaboratively with community partners, committees, city representatives, and church leaders.

### **Program Development & Event Coordination**

- Coordinate materials, registration, and logistics for conferences, retreats, and ministry events.
- Compile curriculum and resource materials for classes, training sessions, and special events.
- Create systems to organize and manage key ministry events and processes.

- Support implementation of program logistics, registration, budget management, promotion, and communications.

## **Administrative & Communication Support**

- Create teaching materials, PowerPoint presentations, correspondence, and articles.
- Maintain up-to-date and well-organized physical and digital files (Google Drive).
- Collaborate with Marketing Communications (Marcom) to develop and distribute informational and promotional materials.
- Fulfill administrative duties as requested by supervisor.
- Attend departmental staff meetings and retreats for input and informational purposes.

## **Volunteer Development & Management**

- Provide pastoral care and support to volunteers and Ministry Partners.
- Develop and implement volunteer onboarding, training strategies, and placement processes.
- Organize volunteer appreciation events and evaluate retention metrics.
- Build and strengthen ministry teams through relationship-building and strategic placement.
- Implement volunteer development projects, programs, schedules, and training initiatives.

## **Reporting & Analysis**

- Oversee and execute reporting of volunteer engagement metrics
- Track and analyze event attendance and program effectiveness
- Maintain accurate records of ministry activities and outcomes

## **Special Projects & Innovation**

- Work closely with supervisors and team members to develop new ideas and special projects.
- Identify opportunities for program improvement and ministry expansion.
- Adapt to changing ministry needs and priorities.

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## **What We're Looking For**

- A passionate follower of Jesus with a heart for missions work and the community.
  - Strong organizational skills and excellent communication abilities.
  - Team-oriented, humble, and adaptable in a fast-paced ministry environment.
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## Essential Qualifications

- Commitment to Friends Church Mission Statement and Christian faith.
- Willingness to travel both locally and internationally.
- Strong organizational and time management skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite, Google Workspace, and presentation software.
- Experience with event planning and coordination.
- Ability to work independently and as part of a team.

## Preferred Qualifications

- Previous experience in church ministry or nonprofit organizations
- Background in missions work or cross-cultural ministry
- Experience with volunteer management and development
- Knowledge of budget management and program logistics
- Familiarity with marketing and promotional strategies

## Join Our Team

If you're called to invest in the next generation and want to be part of something bigger than yourself, we'd love to meet you. Come help us build a ministry where every student is known, loved, and led to follow Jesus—and every parent feels supported on their journey.

**Apply today and help us build the church of tomorrow.**

- **Comprehensive Benefits:** Retirement plan with employer match, parental leave, professional development allowance, and generous holiday and sick pay.
- **Professional Growth:** Opportunities for advancement within a multi-campus church environment, conference attendance, and continuing education support.
- **Dynamic Ministry Environment:** Access to modern facilities, technology, and resources designed to create engaging experiences for kids.
- **Collaborative Team:** Work alongside passionate ministry partners, and volunteers who share your heart for NextGen ministry.

## Ready to Shape the Future?

If you're ready to invest in the next generation of Christ-followers and help kids discover their calling to change the world, we invite you to apply and join our mission. **Simply email your cover letter and resume to Dana Anderson at [danaa@friends.church](mailto:danaa@friends.church)**

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*Friends Church is committed to building diverse communities that reflect the kingdom of God. We encourage applications from candidates of all backgrounds who share our mission and values.*