ASSISTANT DIRECTOR OF MISSIONS

Christ Community Church // Omaha NE

The Assistant Director of Missions will help advance CCC's mission vision by inspiring and mobilizing the congregation to participate in God's mission locally and around the world. This person will build relationships, develop leaders, equip volunteers, and create meaningful opportunities for people of all ages to use their time, talents, and treasures to make an eternal impact. This role will provide leadership and coordination for Local Missions, short-term mission trips, international shipping initiatives, partnerships with international churches, and other opportunities to serve and support mission partners.

PRIMARY RESPONSIBILITIES

Local Missions (50%)

- Lead the development, organization, and execution of CCC's Local Missions ministry (including Refuge Ministry and Christmas Store) in collaboration with the Director of Missions.
- Develop and maintain relationships with local ministry partners.
- Recruit, equip, and build relationships with volunteers who engage in Local Missions.
- Communicate serving opportunities that engage individuals, families, and community groups in serving outside of CCC.
- Evaluate ministry effectiveness, track participation and outcomes, and identify opportunities for improvement and growth.

Short-Term Mission Trips (15%)

- Oversee the planning and coordination of CCC short-term mission trips, ensuring alignment with CCC's mission and global partnerships.
- Collaborate with international workers to identify meaningful trip opportunities for both hosts and participants.
- Recruit and equip trip leaders and participants through orientation, fundraising preparation, cultural awareness, spiritual formation, and practical training.
- Coordinate trip logistics with international workers, including schedules, transportation, lodging, meals, payments, and project preparation.
- Coordinate travel arrangements with the Missions Ministry Assistant.
- Facilitate post-trip debriefing and follow-up that encourages continued discipleship, prayer, giving, and engagement in missions.

International Shipping Containers (15%)

- Coordinate CCC's international shipping container initiatives in collaboration with international workers, including the collection, donation, sorting, packing, and preparation of goods.
- Recruit and coordinate volunteers to assist with preparing and loading containers.
- Oversee shipping logistics, timelines, documentation, customs requirements, costs, and communication with shipping providers and receiving partners.
- Communicate the purpose and impact of container projects to the congregation, encouraging prayer and participation.

Partnership with International Churches (10%)

- Foster a welcoming and hospitable environment where international congregations feel supported, valued, and equipped to carry out their ministries.
- Serve as the primary point of contact for international church leaders, facilitating communication, collaboration, and connection with appropriate CCC staff and ministry departments.
- Identify and help address the needs of international congregations as they use CCC facilities, including room scheduling, space arrangements, equipment, and other facility-related needs.

Lunch on Mission (5%)

- Plan and coordinate CCC's monthly Lunch on Mission events that help the congregation connect with CCC's international workers, local partners and mission initiatives.
- Coordinate speakers, schedules, meals, communication, registration, and other event logistics.

Other Missions Responsibilities (5%)

- Collaborate with the Director of Missions to implement CCC's overall missions strategy and advance the church's vision for local and global outreach.
- Assist with CCC's Missions Weekend
- Help cultivate a culture of prayer, generosity, compassion, and active participation in God's mission.
- Build relationships across CCC ministries and departments to integrate missions into the life of the congregation, especially Next Gen and group life.
- Support additional missions initiatives, special projects, and emerging opportunities as identified by the Director of Missions.
- Perform other duties related to the mission and objectives of CCC as assigned by the Director of Missions.

SKILLS & BACKGROUND

- 3–5 years of experience in local missions, ministry leadership, volunteer coordination, or a related field.
- Bachelor's degree preferred.
- Full agreement with the C&MA Statement of Faith and Global Mission Objectives.
- A strong understanding of missional theology and a passion for helping people participate in God's mission locally and globally.
- C&MA background, such as church attendance, college, or mission field experience preferred.
- Licensing required, followed by Ordination or Consecration, unless waived by the Executive Director of Ministry Support.
- Demonstrated ability to build meaningful relationships, recruit and equip volunteers, develop leaders, and mobilize people around a shared vision.
- Strong interpersonal and collaborative skills, with the ability to work effectively with church staff, ministry partners, local nonprofits, missionaries, and people from diverse backgrounds and cultures.
- An understanding of ministry within a large local church and the ability to navigate competing priorities while maintaining healthy relationships.
- A self-starter who takes initiative, identifies needs and opportunities, develops practical solutions, and follows through with minimal supervision.
- Strong organizational and project management skills, including the ability to manage multiple projects, establish priorities, meet deadlines, and coordinate details effectively.
- Demonstrated ability to build sustainable ministry systems and teams rather than relying solely on individual effort.

TYPE OF POSITION

- Full-time Salaried role (45-50 hours per week).
    - Typical workdays are Monday – Friday
    - Some evenings and weekends may be required based upon key events.
- Paid time off, insurance and retirement benefits.
- Staff / Residents Supervised: none
- The duties of this position are primarily conducted in an indoor office environment with some interactions and meetings and in the community / offsite.

PHYSICAL DEMANDS

In order to successfully perform the duties of the position, 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%))*

- O - Light Lifting (<20 lbs)
- O - Moderate Lifting (20-50 lbs)
- N - Heavy Lifting (>50 lbs)
- O - Standing
- F - Reaching (extending hands and arms in any direction)
- O - Sitting (for sustained periods of time)
- F - Walking (moving foot to accomplish tasks)
- F - 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 over 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.