



**National Association of
Congregational
Christian Churches**

POSITION DESCRIPTION

Job Title: Mission Administrator (PART-TIME)

Reports to: Executive Director

Salary/Tenure: This is an exempt, salaried, at will, part time position. Compensation reviewed annually by the Executive Director, in consultation with the Personnel and Administration Committee.

Purpose: To provide professional staff support, working as a liaison between staff, NACCC Leadership Team members, and churches. The position also serves as the direct staff liaison to the Mission and Outreach Ministry Council (MOMC) and with state and regional associations.

Essential Job Functions

- NACCC representative to state and regional associations.
- Provide staff support for the Mission and Outreach Ministry Council (MOMC) for:
 - Mission communications
 - Organizing visits of affiliated missionaries
 - Oversight of funding for missions and disaster relief
 - Potential of 2 trips per year (paid for by the NACCC) for:
 - Annual Meeting and Conference coordination
 - Annual MOMC Retreat and budget meeting

Knowledge, Skills and Abilities

- Strong organizational skills
- Ability to work cooperatively with different types of personalities
- Willingness to learn about the programs of the NACCC and the service needs of our churches, Ministry Councils, and Task Teams
- Ability to work independently as a self-starter

Minimum Education and Experience

- Associate's Degree or equivalent experience (Bachelor's degree a plus)
- Demonstrated proficiency in Microsoft Office products and GiftWorks database or willingness to learn

Physical Requirements

Essential (*core to effective completion of the job*)

- Must provide own transportation or use public transportation, as needed, for off-site meetings or to run work-related errands.
- Must be able to travel regularly out of town using private, rental, and public transportation.
- Repetitive movement of hands and arms to operate office equipment.
- Must be able to remain in a stationary position more than 50% of the time.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Regular movement about inside the office to access file cabinets, office machinery, etc.
- Frequently communicates via phone, in person, or via email with stakeholders.
- Ability to speak publicly in support of the Association's mission.

Non-essential (*helpful, but may be delegated to another staff member*)

- Occasionally lifts, carries, or otherwise moves and positions objects weighing 10 to 20 lbs.
- Occasionally bends, kneels, and crouches.

This position description is subject to change at any time.

All position descriptions must be consistent with the NACCC Staff Handbook. In the event that there is a discrepancy between an individual position description and the Staff Handbook, the requirements of the Handbook take precedence. (Copy of Staff Handbook available upon request.)