

## **Missions and Advocacy Assistant**

**Reports to:** Associate pastor

**Classification:** Temporary through end of May

**Wilshire Class:** Administrative, hourly, 15-20 hours a week

### **Principal Function:**

The missions and advocacy assistant will assist in Wilshire Baptist Church's mission and advocacy ministries, with the goal of building a community of faith shaped by the Spirit of Jesus Christ.

- I. Support the ministries of the associate pastor in area of missions & advocacy.**
  - A. Mobilize volunteers for calendared missions and advocacy events.
  - B. Serve as point of contact for missions and advocacy related events and inquiries.
  - C. Coordinate logistics for missions and advocacy events, to include calendaring, registrations and communications.
  - D. Plan and implement missions and advocacy programs and events as directed by the associate pastor.
  - E. Coordinate mission team logistics and financial tracking for all trip participants.
  
- II. Provide leadership in the following areas.**
  - A. Benevolence
    - a. Enter and maintain database for non-member benevolence and for WRAP (Wilshire's Rental and Assistance Program).
    - b. Empty Adam's Baskets as needed.
  
- III. Participate in the overall ministry of the church.**
  - A. Participate in weekly staff meetings.
  - B. Develop rapport with members of the congregation to encourage their spiritual development and the vitality of the church.