

## Position: Missions Project Specialist

**Reports to:** Lead Missions Pastor

**Job Location:** Central

**Position Type:** Part-Time | Non-Exempt (20 Hours)

**Summary of Position:** The Missions Project Specialist is responsible for providing administrative & logistical oversight to Biltmore Church's Outreach Initiatives (Serve 828, Biltmore Church Loves Schools, etc.) and Compassion Sundays at Biltmore Church.

### Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and beliefs of Biltmore Church.
- A Christ-like testimony that is displayed inside and outside the workplace.
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting.
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group, serving, and tithing at Biltmore Church is expected.
- Demonstrates initiative with an ability to work effectively apart from close supervision.
- A Proactive communicator who initiates mission-critical details inside and outside of weekly team huddles.
- Proficient in both written and verbal communication.
- An eye for excellence with a demonstrated ability to improve upon systems and procedures
- Highly organized, team-player, fast learner, committed to excellence

### Essential Responsibilities

- Works alongside the missions team and provides oversight to the planning, communication, and execution of Biltmore Church's serving initiatives (Serve 828, Biltmore Church Loves Schools, etc.)
- Effectively communicates with the missions team on timelines and deadlines for upcoming ministry events.
- Develops planning timelines & playbooks for serving initiatives.
- Provides oversight to the email account of Biltmore Missions and directs requests to appropriate staff.
- Serves as the liaison between Biltmore Church and Compassion International as it relates to Compassion Sunday.
- Oversees all aspects of Compassion Sundays at Biltmore Church.
- Other duties as assigned