



Job Title: Local Missions Project Leader  
Location: Austin, TX  
Reports To: Missions Director  
FLSA Status: Full-time (30-40 hours), Exempt

### **Job purpose**

To coordinate Local Missions serving engagement, aid in identifying missions project and leaders, train missions leaders, interface on certain logistical details with ministry partners, and help interface with ACF Ministries, MarCom and Accounting as directed by the Missions Director.

### **Duties and responsibilities**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Team Functions

- Provide professional, friendly, helpful, attentive assistance in dealing with church members and the general public.
- Coordinate with the Missions Director and Leaders to add project dates to the ACF online calendar.
- Work with Missions Director, Missions Leadership Team (MLT), and team to develop learning and serving opportunities to communicate and expand exposure opportunities as related to Missions Justice Areas to the ACF Congregation.
- Help to provide administrative coordination for ACF Ministry Partnership Missions annual funding season.
- Process and send annual allocation update letters and applications to local Central Texas, national, international ministry partners and ACF missionaries.
- Collaborate with team to update and administer the grant software platform for the applications and grant approval process for all applicants.
- Create and track database of local applications requests and inquiries throughout the calendar year.
- Work with the ACF MarCom team in promoting serving opportunities via website, email, promotional tables, and social media outlets across all ACF ministries.
- Maintain REALM database and Sharepoint files as needed for team.
- Set up logistics for travel, meetings and events, as needed.
- Arrange for ACF facilities usage needs as required.
- Be available to proof written materials, reports, or newsletters.
- Conduct research as needed.
- Various other duties as may be assigned from time to time by the Missions Director.
- Provide ministry assistance in crisis and emergency settings.
- Support monthly MLT meetings.
- Attend professional and personal/spiritual conferences as available.
- Attend weekly missions staff prayer time and participate in Missions team's monthly day of prayer.

- Assist the Missions staff and volunteers in the coordinating, sorting and dropping off of donations.
- Accompany Missions staff on appropriate mission trips and perform administrative duties while traveling.
- Meet with the Missions ministry staff to discuss overall ministry needs and events.
- Assist Missions staff and MLT to create ACF Missions-related written and media content.
- Meet weekly with Missions Director to discuss projects, updates, and for Continuing Conversations.

#### Local Volunteer Coordination

- Assist in organization and facilitation of Local ministry needs and projects. As appropriate, meet with Missions staff and other ACF Ministry leadership, to promote and coordinate Local serving opportunities. Help with logistics, volunteer recruitment and preparation for serving projects.
- Maintain complete and accurate database of ACF groups IMPACT applications (grants for Local Austin serving efforts via small groups). Work with Missions Director and Groups Pastor to create communication strategy to promote grants and serving events regularly.
- Maintain complete and accurate database of ACF local serving volunteers.

#### Trip Coordination

- Assist Missions Global Project Leader as requested and/or needed.

#### **Skills and Qualifications**

- Demonstrated excellence in appropriate skills and attention to detail
- A commitment to the Christian faith and the mission and values of ACF
- Display character that emulates submission, a teachable spirit and sincere respect
- Proven ability to work independently and be a self-starter
- Demonstrated ability to work well in a team environment
- Excellent communications skills, oral and written
- Good interpersonal relationship skills

#### **Working conditions**

- Will be required to work closely with Missions Director, Missions Global Project Leader, ACF Ministry Leaders, Ministry Partners and vendors, the Missions Leadership Team and other volunteer leaders.
- This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, & photocopiers.

#### **Physical requirements**

- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

#### **Direct reports**

None

---