



Title: Missions Ministry Assistant	Prep/Revised Date: July 2026
Reports To: Executive Pastor of Ministry Operations	Direct Reports: N/A
FLSA / Hours: Non-Exempt / 40 Hours	Campus: Fort Collins & Windsor

Summary

The Missions Ministry Assistant will work with the Missions Director to fulfill our goal that every person who calls Timberline Church home will recognize and activate their God given responsibility in Missions. Therefore, the Missions Ministry Assistant is dedicated to pursuing God and His call to advocate and mobilize Timberline Church in Global, National, and Local missions. Occasionally this position will require time outside of the normal workday.

Duties & Responsibilities

- Support and assist with necessary preparation for events.
- Maintain groups, forms, and calendars through Community Church Builder (CCB) database.
- Take notes at meetings as needed. Use of AI is acceptable.
- Onboard incoming volunteers.
- Recruit and manage volunteer groups as needed.
- Assist the Missions Director with Short Term Mission Trip details.
- Assist with Prayer Opportunities and prayer ministry needs.
- Track all expenses for the Missions Office and create a statistics report monthly.
- Reconcile Missions Office credit cards statement monthly.
- Provide support for financial tracking.
- Understand and process check requests, invoices, incoming money, and internal account transfers.
- Track and maintain Missions Office monthly budget.
- Provide leadership of Quarterly Movie Nights, décor, catering, and promotion.
- Assist with all Missions Office educational opportunities.
- Collect and share testimonies from events.
- Manage and create monthly missions' newsletter.
- Manage and create social media posts across social platforms.
- Provide support and leadership for monthly Timberline Kingdom Builder Weekends.
- Provide support and leadership for our Timberline Serve Team.
- Attend weekly Missions Office touch base meeting.
- Attend monthly Missions Lunch and Learn.
- Attend bi-monthly Missions Leadership Team.
- Other duties as assigned.

Skills/Qualifications

- Must be proactive and detail oriented.
- Proven ability to function and thrive in a fast-paced, high volume, quick turnaround environment.
- Exceptional written and verbal communication skills.
- Ability to deal with difficult situations in an appropriate and effective manner is required.
- Experience working with, engaging and equipping volunteers.
- Strong PC skills and experience in a network environment are required.

Education and/or Experience

- High School diploma or GED.

- One year or more of relevant experience is preferred.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

Position Details: Full-Time.

Exemption/Hours: Non-Exempt. 40 hours/week.

Work Week: Sunday-Thursday

- On Sundays, the hours are 7am-3pm. It is important to be present between services. It is critical for connection and recruitment of Missions Leaders to further our Missions goal.
 - Sundays will be rotated between our Fort Collins and Windsor Campuses.
- Monday-Thursday: Hours are flexible but need to be between 7am-5pm.

Compensation: \$18.00 – 20.00/hr.; depending on previous experience.

Benefits Include:

- Insurance:
 - Employer paid medical, dental, vision, & life insurance.
 - Options for employees to add spouse and/or children for an out-of-pocket expense.
 - Monthly employer paid contributions to Health Savings Account.
- Retirement 403(b):
 - Optional employee contribution plan via pre or post tax election.
- Leave:
 - Generous sick leave applied to leave bank after 30 days of employment. Sick leave accrual totals increase with employment longevity.
 - Generous personal leave applied to leave bank after 30 days of employment. Personal leave accrual totals increase with employment longevity.
 - 10+ paid holidays annually.

[CLICK HERE TO APPLY](#)