

JOB TITLE:	SEND ADMIN
MINISTRY AREA:	SEND
EMPLOYEE NAME:	Open
REVISED DATE:	2/19/2026
CLASSIFICATION:	Part-Time Non-Exempt (15 hours)
ACCOUNTABLE TO:	Send Director

OUR MISSION

The mission of Pine Hills Church (PHC) can be expressed in three words: **BRING** (1 Tim 2:4), **BUILD** (Luke 10:27), and **SEND** (Matthew 28:19). We aim to bring people to Jesus, build people to live like Jesus, and send people out to multiply like Jesus. Our values are **Bible-driven**, **Jesus-centered**, and **Spirit-led**. Our mission and values are the lens through which we view and evaluate our ministries.

VISION & PURPOSE OF ROLE

The Send Admin provides administrative, organizational, and logistical support to the Send Ministry of Pine Hills Church. This role helps advance the church's mission of sending people to multiply like Jesus by supporting ministry leaders, volunteers, church planters, and mission partners. The ideal candidate is highly organized, proactive, relational, and passionate about helping equip and mobilize people for active engagement.

EXPECTATIONS

- A consistent and intimate relationship with God the Father, Jesus the Son, and the Holy Spirit.
- Align with PHC's Bylaws, Statement of Faith, and Employee Handbook.
- Align with PHC's values, mission, and vision.
- Become a member of Pine Hills Church.
- Implement and execute PHC's mission and vision within your area of ministry and work collaboratively with other PHC Staff and ministries to achieve that.
- Maintain/cultivate healthy relationships with your family and people within your community.
- Actively participate in meetings.
- Personally live out the mission of bring, build, send.
- Continue learning, growing, and adapting to ministry needs and expectations.
- Healthy work-life balance.
- Exhibit humility, servant leadership, and spiritual maturity.
- Work collaboratively and contributes to a healthy team culture.
- Have a passion for helping people live on mission locally and globally.

QUALIFICATIONS

Required

- Strong organizational and administrative skills
- Excellent written and verbal communication
- High attention to detail and ability to manage multiple priorities
- Ability to handle sensitive information with confidentiality
- Strong relational and interpersonal skills
- Positive qualities: self-driven, teachable, team player, detail-oriented, relational

Preferred

- Familiarity with Church Management software (i.e. Ministry Platform, Managed Missions, Planning Center)
- Familiarity with creative and organizational tools (i.e. Canva, Asana)
- Experience in church or nonprofit organization



- Experience supporting missions, church planting, or volunteer mobilization
- Experience coordinating events or projects

RESPONSIBILITIES

Send Ministry Administration

- Provide administrative support to the Send Director and Send Associate
- Manage calendars, meetings, and communications related to Send initiatives
- Prepare reports, documents, and presentations related to Send Ministry efforts
- Track engagement, participation, and key Send metrics

Project & Event Coordination

- Assist in planning and executing Send-related events, including mission trips, church planting initiatives, and local serve opportunities
- Coordinate logistics such as registrations, materials, schedules, and follow-up
- Communicate clearly with volunteers, participants, and ministry partners
- Ensure events and initiatives are well-organized and aligned with ministry goals

Volunteer (Ministry Partner) Support

- Maintain Send Ministry volunteer and participant databases
- Assist with onboarding, scheduling, and communication for volunteers and mission trip participants
- Help coordinate applications, forms, and preparation processes for mission trips and Send opportunities
- Support background checks and onboarding requirements where needed

Missionary & Church Planting Support

- Maintain records and communication with missionaries, church planters, and local/global partners
- Assist with logistics related to partner visits, reporting, and engagement opportunities
- Create processes and supporting documents for church planting
- Help coordinate prayer support, updates, and communication between partners and the church

Communication & Systems Management

- Manage Send Ministry communication through email, church management software, and other platforms
- Assist in promoting Send opportunities and initiatives internally
- Maintain organized digital files, forms, and ministry documentation
- Help update ministry information and resources as needed

PHYSICAL REQUIREMENTS

- **Lifting and Carrying:** Capable of lifting and carrying objects or equipment weighing up to 50 pounds as needed for tasks such as moving furniture, setting up equipment, or handling supplies.
- **Standing and Walking:** Ability to stand or walk for extended periods, especially during events, services, or when overseeing activities within the church grounds.
- **Manual Dexterity:** Proficient use of hands and arms to perform tasks such as operating office equipment, handling tools, setting up equipment, typing or arranging materials.
- **Vision and Hearing:** Adequate vision and hearing abilities to communicate effectively, observe surroundings, and ensure safety and security within the church environment.
- **Communication:** Clear verbal communication skills to interact with congregation members, volunteers, staff, and visitors.
- **Reaching and Bending:** Capability to reach overhead, bend, stoop, kneel, or crouch as necessary for various tasks, maintenance, or event setups.
- **Driving (if applicable):** Valid driver's license and ability to operate church vehicles, requiring driving proficiency and adherence to safety guidelines.
- **Accessibility:** Willingness to accommodate individuals with disabilities and ensure accessibility throughout the church premises, events, and activities.

Accommodations: Pine Hills Church is committed to providing reasonable accommodations to qualified individuals with disabilities and ensuring equal access to employment opportunities. If you require an accommodation to perform the essential functions of this position, please inform us of your needs during the application process or contact Lindsey Wertz to discuss possible accommodations.

JOB DESCRIPTION ACKNOWLEDGEMENT

I have reviewed this job description, and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of PHC without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Executive staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)