



Job Description

**Job Title: Andrew Wommack Ministries
Partner/Pastor/Alumni Relations Assistant**
Department: Partner Relations
Reports To: AWMC partner Relations Manager
Supervises: Volunteers for partner events

Schedule: Half time (.5) - flexible
Location: Toronto, Canada
Date Closing: When filled
Benefits: as per plan
Revised: July 3, 2020

QUALIFICATIONS:

- Must be in agreement with the doctrinal statements of Andrew Wommack Ministries and Charis Bible College.
- Must have completed at least one (1) year at Charis Bible College (preferred).
- Must have good communication skills and work well with other people.
- Must have the recommendation of the AWMC Director

LINE OF AUTHORITY:

- The Andrew Wommack Ministries Partner Relations Assistant will assist the Partner Relations Manager to oversee Partner, Pastor and Alumni Relations Ministry.

LINE OF ACCOUNTABILITY:

- The Andrew Wommack Ministries Partner Relations Assistant will report to the Andrew Wommack Ministries Partner Relations Manager who will report to the Director of Andrew Wommack Ministries Canada. They, in turn, will report to the World Outreach Regional Director and ultimately to World Outreach.
- The Andrew Wommack Ministries Partner Relations Assistant will be subject to all policies and procedures established by World Outreach.

GENERAL PURPOSE:

- To assist the Partner Relations Manager to build relationships with partners, local pastors, and alumni, through Charis Bible College and Andrew Wommack Ministries.

DUTIES GENERAL:

- The Andrew Wommack Ministry Partner Relations Assistant will adhere to all policies and procedures established by World Outreach.

HR Purposes:

FLSA Status/Job Family: Exempt Date Completed/Reviewed:

MSEC Code:

Pay Grade/Range:

DUTIES SPECIFIC:

The Andrew Wommack Ministry Partner Relations Assistant will ensure that they are aware of and following all policies and procedures established by World Outreach.

- Manage partners on Active Campaign for the Partner Onboarding System
- Track partner retention and attrition
- Track large donations in Excel for end of month reporting purposes
- Design and prepare all print materials and social media posts for Partners, Alumni and Pastors
- Assist in the planning, preparation and setup of all events (includes volunteers, gift bags, food, menu, budget, sanctuary prep, registration, book table)
- Coordinate appointments for Partners & Pastoral Relations as well as Alumni
- Manage calendars
- Organize files
- Help create proposals and itineraries
- Prepare gifts and arrange calls between the Partner Relations Manager and Partners
- Facilitate all Active Campaign training related to its function with the Partner Onboarding Program
- Design event invitations, event marketing promos, social media posts, newsletters and brochures.
- Plan event schedules
- Shop for and create event baskets, order lunches
- Plan and prepare gift bags
- Other duties as assigned

GUIDELINES / EXPECTATIONS:

- Andrew Wommack Ministries Partner Relations Assistant will conduct themselves according to the guidelines of the ministry. They will be held to the standards outlined in the employee “Code of Conduct” portion of the directives. They will maintain a professional relationship with each of the people they are in contact with while operating within the scope of their position.

HR Purposes:

FLSA Status/Job Family: Exempt Date Completed/Reviewed:

MSEC Code :

Pay Grade/Range: