CENTREVILLE
United Methodist Church

Job Title: Local Mission Ministries Assistant **Effective:** October 2026
Position Type: Part-Time
Hours: Approximately 25 per week. The schedule is set with the Director of Mission Ministries, and includes some evening and weekend hours and hours for specific ministries. Hours above 25 per week require prior approval.
Reports To: Director of Mission Ministries
FSLA Status: Non-exempt
Pay Rate: $18.50/hour

Position Overview:
Work in partnership and coordination with the Director of Mission Ministries to assist with all local mission ministries of the church. Assist with other mission ministry needs as required.

Core Duties

Food Distribution
- Coordinate and carry out the sourcing, packing, and distribution of food for our food distribution ministries, including the monthly Grace Ministry, Drive Through Food Distribution, and DoorDash Delivery Distribution.
- Assist as needed with our other food ministries, including U Feed Others, Teens Opposing Poverty, Holiday Food Baskets, FACETS Hot Meals, Hypothermia Shelter, and New Hope Fellowship Meals.
- Coordinate the pickup and delivery of food and other supplies.

Volunteer Management
- Coordinate volunteers, working with the Director of Mission Ministries to set up SignUpGenius lists and following up with volunteers as needed.

Administration
- Assist with administration: tracking inventory, ordering food from the food bank, completing food recipient and USDA inventory reports, and ordering supplies such as plastic grocery bags and Walmart gift cards as needed.

Facilities and Safety
- Maintain the food storage spaces and ensure safe food storage and handling practices.
- Coordinate with church facilities staff on maintenance and logistical issues.

Benevolence Support and Other Ministries
- Receive assistance requests by phone, email, and in person, and follow the church's benevolence and referral procedures.
- Assist with clothing, toy, diaper, and other local mission ministries as needed.
- Perform other tasks associated with mission ministries as needed.

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Work Location and Travel

This position is based at the church, where most food storage, packing, volunteer coordination, and administrative work takes place. The Local Mission Ministries Assistant also travels regularly to partner organizations and distribution sites to pick up and deliver food and supplies, using the church van. The position is not remote.

Skills

- Volunteer coordination and management
- Computer competency
- Spanish language ability is beneficial

Requirements

- Must be at least 25 years old, hold a valid driver's license, and be approved to join the church's van driver list (application and driving record review required).
- Ability to lift and carry up to 50 lbs. repeatedly.
- Satisfactory background check under church policy, and completion of Safe Sanctuaries training and any other required child-protection steps.
- Food safety training (a safe food handler certificate) and USDA reporting training, completed within [30] days of hire.
- High school diploma or equivalent.

Core Competencies

- Active Christian faith and commitment to the church's mission, with a passion for mission ministries as a faithful response to God's call.
- Strong interpersonal skills: a team player able to work well with volunteers, church staff, partner organizations, and benevolence recipients.
- Leadership skills: able to coordinate, organize, support, and nurture volunteers.
- Compassion and respect for benevolence recipients in difficult circumstances.
- Ability to maintain confidentiality with sensitive information.
- Ability and desire to build relationships with the congregation and community.

Employment Terms

- 90-day introductory period and an annual performance review.