

**General Board Church of the Nazarene  
Job Description Summary**

**Title:** Missions Services Assistant  
**Department:** Global Missions  
**Office:** Missions Personnel and Partnerships  
**Reports To:** Missions Services Coordinator

**Summary:**

This person will support the Missions Services Coordinator as it pertains to providing continued missionary care and services. He or she will assist in coordinating scheduling for deputation services, the onboarding of new employees, and continuing support for employee benefits and care.

Please contact Human Resources at [humanresourcesgroup@nazarene.org](mailto:humanresourcesgroup@nazarene.org) for more details on the job description and qualifications. Thank you!