

Administrative Assistant – International Ministry

Job Summary

The administrative assistant position provides administrative support to *International Ministry Team*. Coordinate a variety of details to ensure smooth operations. Includes a range of tasks from general office operations (filing, copying, mailing, expense processing, meeting support, etc.) to more tailored needs related to communications, project coordination, ministry materials, event planning, travel planning, scheduling, volunteer coordination, etc. Other duties as assigned.

Principle Responsibilities

- **General Administration:** Handle routine support for daily operations such as copying, mail, phone support, coordinating communications, meeting planning and attendance, scheduling, recordkeeping, proofreading, web research, ordering supplies, etc. Includes annual and other regularly scheduled requirements such as budgeting.
- **Events and Ministry Projects:** Provide support for *International Ministry's* unique projects and events, including *International Festival, ESL classes, and Short Term Missions*. Coordinate logistics and provide support during event. Interact with involved groups, such as volunteers, church members and attendees, other staff, and vendors.
- **Facilitate Communications:** Respond to phone calls, email, and other communications. Take actions to track, coordinate, update and make available various resources such as print materials, website updates/social media, bulletin information, presentation resources, and results tracking. Facilitate communication needs by tracking project requirements and deadlines, producing or drafting informative content, and keeping materials stocked. Work across organization to help meet ministry plans and goals.
- **Materials:** Create, maintain, and improve a variety of materials in support of specific ministries/operations. May include databases, web content, and print materials.

Core Competencies

All Church Staff	Unique for this position	
Approachable	Informing	Dealing with Ambiguity
Interpersonal Savvy	Functional/Technical Skills	Managing Diversity
Spiritual Maturity	Organizational Agility	
Self-Awareness	Organizing	
Priority Setting	Perseverance	

Minimum Qualifications, Education and Experience

- 3 years' professional experience in administrative support or equivalent
- Knowledge of common office software and database use
- Strong writing and editing skills
- Ability to appropriately handle confidential information
- Strong attention to detail
- Second language skills preferred
- International experience preferred
- Satisfactory background check required for all positions

Physical Requirement

Reaching, walking, pushing, pulling, lifting, fingering, talking, hearing, seeing, repetitive motions, light work. Conditions: inadequate lighting.