



**Position Posting:** Executive Administrative Assistant to the International Director  
**Location:** Approved Remote Location  
**Type of Role:** Part-time; Hourly/non-exempt  
**Date:** July 2022

**About TEAM:** TEAM - The Evangelical Alliance Mission is a global Christian ministry organization founded in 1890 that partners with churches to equip and send global workers who make disciples of Jesus Christ among the nations. TEAM is both an equal opportunity employer and a faith-based religious organization. For this reason, TEAM hires only candidates who wholeheartedly and without reservation agree with and live according to [TEAM's Statement of Faith](#). TEAM staff thoroughly embrace the [purpose, vision, beliefs, and values of TEAM](#).

**About the Role:** The Executive Assistant to the International Director assists and supports TEAM's Executive group and serves as a liaison between other stakeholders of the organization handling administrative tasks, finding solutions and coordinating schedules and pertinent information. Stakeholders may include and are not limited to board, staff, other departments, global workers, association partners and outside vendors.

**Key Responsibilities include but are not limited to:**

- Assist the International Director (ID) by managing and maintaining calendars, appointments, travel arrangements, and expense reports.
- Conserve the ID's time by reading and routing email correspondence according to the level of priority.
- Increase the ID's efficiency by drafting emails, documents, and professional social media updates on his behalf as requested.
- Work efficiently and proactively to handle multiple assignments simultaneously and meet deadlines as requested.
- Participate in regularly scheduled meetings and prayer times.
- Coordinate details (meeting facilities, travel arrangements, agendas, etc.) for meetings of the board of directors.
- Manage board software to include all meeting pre-reads, agenda, minutes, board, and committee rosters.
- Schedule meetings, as requested, for committees of the board of directors.
- Assist the board of directors, chairman of the board, and executive committee as requested.
- Other duties as assigned.

**Qualifications of the Role:**

- Spiritually mature with a growing relationship with Jesus Christ.
- Team player with a positive attitude, passionate about serving God and others.
- Highly proficient in Microsoft Office Suite.
- Professional written and oral communication skills.
- Experience working as an executive assistant.
- Energized by complex tasks and problem-solving; Experience working in deadline-driven environments.
- Able to easily maintain confidentiality and prudence in communication with a high level of integrity.
- A self-starter who has a track record of successful planning, execution, and follow-through.

- Relational ability balanced by capacity and appreciation for detailed administrative work.
- Ability to multitask, prioritize tasks and move from one task to another quickly.
- Experience navigating Salesforce or comparable customer relations management technology preferable
- Demonstrate an attitude of love, compassion, and respect to the employees, global workers, and partner organizations that we serve.
- Availability to work outside of regular business hours on occasion.

**Disclaimer:** The information in this document indicates the general nature and level of work to be performed. It is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. An employee may be required to perform other assignments not listed here.

Employment applications are available online at <https://team.org/about-us/staff-opportunities>.

Inquiries may be made to:

**TEAM - The Evangelical Alliance Mission** | P.O. Box 969, Wheaton, IL 60187-0969  
Human Resources | [Human.Resources@TEAM.org](mailto:Human.Resources@TEAM.org)