



ABOUT THE EMPLOYER

TEAM - The Evangelical Alliance Mission is a global mission agency that partners with the local church to send missionaries and establish reproducing churches among the nations, going where the most people have the most need and proclaiming the gospel in both word and action. We envision the church transforming our world.

Founded more than 125 years ago, we partner with churches to send missionaries to work in evangelism, church planting, community development, healthcare, education, social justice, business as mission and many other areas of global missions. To accomplish these objectives, we subject our lives to the truth of Scripture, and we rely on God through prayer. God provides what is necessary to carry out world evangelization. While only God can save, we speak His words, use His gifts, and reflect His love. Without constant reliance on God through prayer and obedience to His Word, we can do none of these things.

TEAM is both an equal opportunity employer and a faith-based religious organization. We conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of TEAM as an Equal Opportunity Employer does not prevent the organization from hiring personnel based on their religious beliefs so that all personnel share the same religious commitment. Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. [§] 2000e[-] 1(a)), TEAM has the right to and does, hire only candidates who wholeheartedly and without reservation agree with [TEAM's Statement of Faith](#).

ABOUT YOU

Every candidate should be a believer in the Lord Jesus Christ who is in fellowship with a Bible-believing church and **wants to make a difference through involvement in world missions**. This individual must personally embrace the [purpose, vision, beliefs, and values of TEAM](#). Must be humble enough to embrace tasks both glorious and fun as well as those that are mundane and not glorious.

TEAM STAFF COMPETENCIES

Interpersonal Skills

- Treats others appropriately with sensitivity and respect
- Resolves differences effectively and graciously
- Contributes to team cooperation among workgroups

Communication

- Listens actively and asks for clarification as needed
- Expresses thoughts clearly in speaking and writing
- Selects the medium, forum, and manner appropriate for the setting and culture

Adaptability

- Flexible with differing work styles and culture
- Receptive to new or additional assignments
- Responds constructively to changing conditions and setbacks

Servanthood

- Shows a commitment to serve for the good of others
- Ensures that actions meet the needs of the work context

Decision-making

- Considers differing points of view and seeks input
- Able to analyze facts, solve problems and make decisions
- Demonstrates prayerful discernment and good judgment

Task Management

- Demonstrates mastery of fundamentals required
- Takes Initiative that leads to effective results
- Plans and prioritizes workload for timely completion

Continual Learning

- Assesses and recognizes own strengths and weaknesses
- Maintains a growth plan and pursues self-development
- Regularly meets with a growth partner for encouragement



JOB DESCRIPTION

Job Title:	Medical Office Administrative Assistant	Revised Date:	May 2019
Reports to:	Medical Office Director	Department:	Personnel
Work Location:	Carol Stream, IL	Job Classification:	Part-time (20 hours per week, Flexible)

JOB QUALIFICATIONS:

- Detail oriented, accurate and careful (but not slow)
- Quick to laugh – good sense of humor
- Confident and emotionally mature
- Able to maintain confidentiality
- Computer competent with an attitude that embraces information technology
- A blend of communication styles: process, people, action, and idea
- Able to explain complex matters in simple, clear language (written and verbal)
- Experience or training in small office management or some area of healthcare is a plus
- Have the probability of staying with the job at least two years

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The following abilities are required for the position:

- Communicate appropriately and clearly both verbally and in writing with telephone callers, office visitors, and co-workers
- Comprehend and speak English with the general public and co-workers; able to accurately proofread written materials
- Operate office equipment in order to send and receive information with necessary optical, auditory and manual dexterity (fax machine, copier, etc.)
- Use a keyboard and mouse to enter, retrieve or transfer words or data
- Work for extended periods of time at a computer, which requires the ability to focus on and read/comprehend information on a computer screen, basic typing to enter information and/or move from screen to screen on the computer to view information
- Sit at an office desk for extended periods of time
- Tolerate dust and fumes from general cleaning and maintenance procedures
- Walk, stand, and stoop; put in or retrieve papers from file cabinet drawers
- Perform basic mathematical calculations
- Lift items weighing up to 20 pounds occasionally
- Able to go up and down stairs daily

JOB OVERVIEW:

This position provides administrative support to the Director of the Medical Office, caring for tasks related to managing the provision of healthcare for TEAM's international missionary workforce and assisting new missionaries to prepare for international service.

KEY RESPONSIBILITIES:¹

- Managing correspondence for the Medical Office (mostly email)
- Handling general Medical Office phone calls, mail, email, and walk-in visitors
- Scheduling medical appointments for missionaries
- Preparing, sending and tracking customized medical check-up packets and medical reports for applicants and missionaries
- Assisting in preparation of Medical Office materials for TEAM training events
- Maintaining accurate and up-to-date healthcare information in a secure information system
- Managing general office administrative tasks (expense reports, invoices, budget tracking, etc.)
- Other tasks as requested

¹ Disclaimer: The information in this job description indicates the general nature and level of work to be performed. This job description 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 job. While employed in this position, an employee may be required to perform other assignments not listed in the job description.

Applications for employment are available online at <https://team.org/about-us/staff-opportunities>. Inquiries may be made to:

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