



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 shares the same. 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:	Personnel Administrator	Revised Date:	August 2019
Reports to:	Personnel Director	Department:	Personnel
Work Location:	Carol Stream, IL	Job Classification:	Full-Time (Start Date 10/14/19)

JOB QUALIFICATIONS:

- Spiritually mature with a growing walk with Jesus Christ
- A team player with a positive attitude, passionate about serving God and others
- Effective communicator in person, in writing and on the phone. English proficiency required; additional language competencies are a plus. This job involves much email communication with TEAM's global workforce.
- Detail oriented and accurate, yet also people oriented
- A learner, curious
- Excellent computer skills and a friendly, easy relationship with technology; experience working with spreadsheets, word processing, and office software. Salesforce experience a plus.
- Dependable, confident, professional, and mature; great interpersonal skills; empathetic
- Prone to collaborate, flexible
- Experience in the customer relations field is a plus
- Excellent time management skills; able to handle daily routine tasks
- Experience with database entry is a plus
- Familiarity with and commitment to missions and mission activities
- Must have a good sense of humor and be quick to laugh

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The following abilities are required for the position:

- The work is performed in an office setting
- 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
- Operate office equipment to send and receive information with necessary optical, auditory and manual dexterity (fax machine, copier, scanner, etc.)
- Use a keyboard and mouse to enter, retrieve or transfer words or data
- Work for extended periods of time at a computer, requiring 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, and have the ability to walk up and down stairs to put in or retrieve papers from file cabinet drawers
- Perform basic mathematical calculations
- Display the reading skills necessary to proofread written materials

JOB OVERVIEW:

The Personnel Administrator is part of a team that serves as a liaison between those in TEAM's ministry areas and the Personnel Group, handling administrative tasks, finding solutions to the needs of TEAM's international workforce, maintaining TEAM's database with current personnel information from our constantly moving people. The Personnel Administrator is the "friendly face of TEAM" and the go-to person for many of our international workers. This job requires cross-cultural understanding, sensitivity, compassion, and confidentiality, as well as a thorough grasp of office functions.

KEY RESPONSIBILITIES:¹

- Serve as liaison and facilitate communication between the TEAM's global workforce and various administrative functions in the homeland
- Maintain the data in TEAM's databases that relates to the coming and going of our international workers, including reports, ministry transitions and a plethora of other facts that we capture
- Manage specific tasks/projects as requested
- Manage various e-mail, phone, and other communication tasks with missionaries, office staff, church or public inquirers, etc.
- Receive, file and archive prayer/newsletters from missionaries
- Collect requests, edit and distribute the monthly Prayer Guide
- Create or obtain travel and visa papers and other documentation needed by missionaries and traveling staff
- Participate in regularly scheduled office prayer times
- Be a contributing member of the Personnel group in a variety of tasks and activities

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:

TEAM - The Evangelical Alliance Mission | 400 S. Main Place, Carol Stream, IL 60188-2407

Human Resources Manager | Ph. (630)326-3430 | Human.Resources@TEAM.org