



## ABOUT THE EMPLOYER

**TEAM - The Evangelical Alliance Mission** is a global ministry organization founded in 1890 that partners with churches to equip and send global servants who make disciples of Jesus Christ among the nations, leading to the formation of reproducing churches, going where the most people have the most need. We envision the church transforming our world, proclaiming the Gospel in both word and action.

To accomplish this purpose, we subject our lives to the truth of Scripture and we rely on God through prayer. God provides what is necessary to carry out His plan to build His Church among the nations. 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 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

## TEAM | The Evangelical Alliance Mission

Human Resources Department

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### JOB DESCRIPTION

<b>Job Title:</b>	Global Ministry Administrative Assistant	<b>Revised Date:</b>	August 2021
<b>Reports to:</b>	Executive Director - Americas	<b>Department:</b>	Global Ministry
<b>Work Location:</b>	Approved Remote Location	<b>Job Classification:</b>	Full Time; Hourly

### JOB QUALIFICATIONS:

- Spiritually mature with a growing relationship with Jesus Christ and passion for reaching the world with the gospel
- Minimum of two years of prior administrative experience
- Bachelor's degree in a related field preferred
- A self-starter who has a track record of successful planning, execution, and follow-through to accomplish agreed upon objectives
- Detail-oriented and accurate, yet outgoing, personable, and eager to serve others
- Demonstrate an attitude of love, compassion, and respect to the employees, missionaries, and partner organizations that we serve
- Excellent communication skills (both written and verbal); able to manage communication with teams spread across global time zones
- High level of office technology competence; quick to embrace technology; proficient in Google Suite, video conference set-up, various office software tools; experience with CRM database preferred
- Able to maintain confidentiality and be professional in communication
- Team oriented, teachable, highly organized
- Above-average typing, phone skills, and coordination of fast-paced communication while maintaining the accuracy of details
- Experience in global missionary service with TEAM or similar agency preferred
- Experience with CRM systems such as Salesforce preferred

### WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The following abilities are required for the position:

- Work at a desk in an office or home-office setting; Sit at an office desk or in a meeting room for extended periods of time
- Work for extended periods of time at a computer, requiring the ability 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 information and/or move from screen to screen on the computer to view information
- Strong written and verbal communication and interpersonal skills; comprehend and speak English.
- Display the reading skills necessary to proofread written material
- Perform basic mathematical calculations
- Travel both within the US and internationally

## **JOB OVERVIEW:**

The Administrative Assistant to Global Ministry plays a vital role in the worldwide ministry of TEAM. This job requires cross-cultural understanding, sensitivity, compassion, and confidentiality, as well as a thorough understanding of the organization TEAM and the different functions of each office. In addition, the Administrative Assistant manages a variety of tasks such as communications, scheduling, and TEAM conference arrangements on behalf of the Senior Directors for Global Ministry. In the role of Administrative Assistant, a ministry of investing and caring for our missionaries will develop.

## **KEY RESPONSIBILITIES:**

### Communications:

- Assist with directing general inquiries and communication to the appropriate individuals
- Coordinate communications with staff, TEAM leadership, and Ministry Area Leaders
- Respond to inquiries and write email/ letters on behalf of Global Ministries Leadership
- Assist with team communications within the Global Ministries Leadership
- Manage a large variety of e-mail, phone, and other communication on a daily basis
- Prepare documents and reports as requested by Global Ministries Leadership

### Scheduling/planning:

- Schedule/screen appointments for Global Ministries Leadership
- Assist Global Ministries Leadership by scheduling and planning work to meet project deadlines and to be prepared for meetings

### Projects:

- Carry out special projects as assigned by Global Ministries Leadership including research, event management, and/or implementation of special projects
- Coordinate the logistical planning and organization of large group events as needed
- Manage specific tasks/projects as requested by Global Ministries Leadership such as mailings, surveys, scheduling, or basic research
- Handle special projects assigned by Global Ministries Leadership such as organizing conference calls, and administering regional conferences or leaders consultations

### Administrative / Secretarial:

- Provide administrative and secretarial support to Global Ministries Leadership for reports, correspondence, articles, etc. Edit, format, and proof reports and correspondences
- Set up and maintain an efficient filing and retrieval system
- Record, edit, and distribute meeting notes
- Make travel arrangements (air/accommodation/ground transportation) for events
- Work independently and/or on a team in special events. For example, overseeing reservations, housing, and meals for periodic gatherings
- Participate in scheduled prayer times

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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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