



**Position Posting** – Executive Administrative Assistant to the International Director

**Location:** Approved Remote Location

**Type of Role:** Part-time; Hourly/non-exempt

**Date:** July 2022

**What are you looking for?** Are you a believer in the Lord Jesus Christ who is in fellowship with a bible-believing church who wants to make a difference through involvement in the global advance of Christ’s Kingdom? If you are looking for meaningful work with long reaching global impact within an organizational culture that values each and every team member, this may be the role for you!

**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 has the right to, and does, hire only candidates who wholeheartedly and without reservation agree with and live-out-loud [TEAM’s Statement of Faith](#).

**TEAM staff are:**

- **In complete and absolute agreement** - TEAM staff are wholeheartedly and without reservation in unapologetic agreement with [TEAM’s Statement of Faith](#).
- **Passionate about our Mission** - TEAM staff thoroughly embrace the [purpose, vision, beliefs, and values of TEAM](#).
- **Humble and Eager** - TEAM staff are excited to embrace tasks both glorious and fun, as well as those that are mundane and not as glorious, to make a difference and to expand the Kingdom of Christ.

**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.
- Broaden the ID’s reach by attending meetings or conferences in his place as requested; be prepared to present detailed reports concerning the content.
- 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.

**Working Conditions and Physical Requirements:**

The following abilities are required for the position:

- Work at a desk in an office or home-office setting during standard working hours; 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, web communications, 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.
- Perform basic mathematical calculations.
- Periodic travel required; must be able to navigate airports and travel domestically and internationally.

For additional information and application instructions, please visit us at: <https://team.org/about-us/staff-opportunities>