



**Position Posting:** Member Care & Advancement Administrative Assistant  
**Location:** Aurora, IL Office or Approved Remote Location  
**Type of Role:** Part-time 27 hours/week; Hourly/non-exempt  
**Date:** September 2023

**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:** This position splits work time between two roles:  
The Member Care Administrative Assistant (15 hours per week) will assist the Member Care Department and the Global Member Care Network with communication and logistics including event planning, debriefings, volunteer programs, filing and tracking in Global Ministry. This person serves as a friendly and trustworthy interface for those relating to the Member Care Department.

The Advancement Administrative Assistant (12 hours per week) will provide administrative support to the Executive Director of Advancement ensuring that administrative processes which support fundraising efforts run efficiently.

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

**Member Care Administrative Assistant:**

- Contribute to the efficiency and effectiveness of the Member Care Department by handling administrative tasks including call scheduling, expense reporting, managing travel arrangements, mailing resources, subscription renewal, etc.
- Manage and maintain various databases that serve Member Care needs and facilitate their availability to Global Member Care personnel and individual team workers as appropriate. Organize, update and maintain Member Care files/e-files
- Research and make recommendations for member care training events, TEAM conferences, and other related events; Manage logistics of such events in terms of securing venues, serve as primary liaison for the venue, coordinating logistical needs before, during and after the event

**Advancement Administrative Assistant:**

- Oversee the Advancement Team calendar, planning and scheduling regular team meetings
- Partner with the Executive Director of Advancement (EDA) to effectively engage high-capacity givers in scheduling face-to-face meetings with follow-up, using a high level of professionalism and discernment
- Transcribe and input EDA's donor visit notes into Salesforce
- Oversee TEAM travel arrangements for in-person meetings and general travel for the EDA

**Qualifications of the Role:**

- Spiritually mature with a growing relationship with Jesus Christ
- Have a heart for global missions and a familiarity with the world of missions
- Minimum of two years of post-high school training; bachelor's degree in related field preferred
- At least 2 years of experience in an administrative role
- Be a self-starter who identifies and pursues opportunities to serve the Member Care &

Advancement teams

- Able to work under the supervision and guidance of others yet comfortable making independent decisions in the pursuit of agreed-upon objectives
- Self-motivated, organized, and detail-oriented; able to manage one's time and work tasks efficiently
- Flexible, able to calmly manage changes in plans or expectations
- Demonstrate communication skills and technological proficiency to
  - effectively manage a heavy email load
  - communicate through email and video conferencing
  - navigate Microsoft Teams and be able to manage departmental documents on that medium
  - leverage previous customer relationship management (CRM) experience, preferably with Salesforce or be willing to learn

**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)