



The mission of American Baptist International Ministries is to glorify God in all the earth by crossing cultural boundaries to make followers of Jesus Christ.

## INTERNATIONAL MINISTRIES

### *International Ministries (IM) Job Posting Announcement*

#### ***Administrative Assistant to Area Director for Africa (Part-time)***

*Join a vibrant ministry that is helping people all around the world come to Christ, grow in Christ, and change their world for Christ!*

**Role and Responsibility:** To provide administrative and secretarial support to the Area Director (AD) for Africa; support the AD in managing missionary personnel and activities relating to many International Ministries partners; oversee and provide support to AD office; make necessary travel arrangements for the AD; coordinate activities related to missionary debriefing; ensure efficient budgeting process and distribution of funds; be responsive to the needs of the Missionary Partnership Teams (MPT); facilitate registration for conferences and special events; plan housing and cultural experiences for national leaders or other visitors; maintain accurate financial files for all funds received; keep current information and maintain communication with AD when overseas and in the US; represent the AD when absent from the office; and fulfill any other task that may be assigned by the AD.

**Education, Experience and Competencies:** Associate's Degree required; BA preferred; 4 years of administrative experience; fluency in French is required; ability to work independently; excellent interpersonal, communication, and diplomacy skills; ability to prioritize and manage multiple responsibilities; proficiency in MS Office; excellent written and verbal communications skills; accuracy, dependability and ability to meet critical deadlines; must be flexible and willing to learn new things; must be willing to work in a multi-cultural and cross-cultural setting; knowledge of IM is preferred.

**Compensation:** Competitive compensation package, including employer paid contributions to a 403b retirement plan, healthcare benefits (medical, dental and vision) and paid time off (vacation, sick leave, and holidays).

**International Ministries** was organized in 1814 as the first Baptist international mission agency in America. It began its pioneer mission work in Burma and today works in Asia, Africa, Europe, the Middle East and the Americas serving more than 1,800 long-term and short-term missionaries. Its central mission is to help people come to faith in Jesus, grow in their relationship with God, and change their worlds through the power of the Spirit. It works with respected partners in over 70 countries in ministries that meet human need.

If you are ready to be a part of this dynamic organization, send a cover letter, resume, and name/address/phone numbers of three (3) professional references to: [jobs@abc-usa.org](mailto:jobs@abc-usa.org).

This posting will close on **May 15, 2014**.

***Come. Grow. Change***

[www.internationalministries.org](http://www.internationalministries.org)