



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

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

#### **Administrative Assistant**

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

**Role and Responsibility:** To administer the Leadership Development Grant Program (LDP) and to provide administrative support for the World Relief Officer; Missionary Personnel & Services and Vocational Development. Under the guidance of the Team Leader for the LDP, you will prepare for and record minutes of all Leadership Development Grant Committee meetings; and maintain accurate and official Leadership Development Grant Program records. You will receive and screen applications for completeness; communicate with IM area directors regarding grant applicants and recipients; communicate with partner conventions' leadership (usually general secretaries) or missionaries about grant applicants and recipients; research and recommend funds for each applicant; prepare and circulate votes; construct letters of guarantee for college, seminary, visa and passport applications; contact college/seminary to confirm course schedules, financial information, housing, insurance costs, etc. Duties performed for the World Relief Committee (WRC) include preparing proposed grant commitment sheets for IM, ABHMS, BWAid, and ecumenical partners and provide administrative support for the World Relief Officer. As the Administrative Assistant to Missionary Personnel and Services you will administer the daily operations of IM's self-funded missionary medical plan, track non-taxable allowances for missionary personnel, and initiate and administer the process of missionary medical clearance. You will also provide administration support to the Vocational Development Director in effectively responding to the needs of vocational development inquires coming to the IM office from the IM website, by telephone, and by email.

**Education, Experience and Competencies:** Associate Degree in Business or Accounting. A minimum of 10 years' experience in administrative support positions. Desire to work with undergraduate and graduate students. Experience working in a college or university setting. Thorough working knowledge of Microsoft Windows platform, especially Word, Excel, and Outlook. Working knowledge of Cloud computing/Office 365. Cross cultural experience and sensitivity. Ability and desire to work independently, multi-task, and prioritize work for multiple supervisors. Proficiency in Internet research. Ability to work diplomatically with IM executives and national partner convention leadership. Desire and ability to establish relationships with IM missionaries and prospective missionaries. Desire and ability to provide excellent customer service to the constituency. Excellent written and oral communication skills. Knowledge of ABC/USA and IM preferred. Ability to travel up to 10%.

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

International Ministries serves more than 2,000 volunteer, short-term and long-term missionaries working in 70 countries. If you are ready to be a part of this dynamic organization, send a cover letter, a resume and the names, addresses and phone numbers of three professional references to: [jobs@abc-usa.org](mailto:jobs@abc-usa.org)

This posting will close on **March 25, 2014**.