



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/Project Manager*

*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:** The administrative assistant is the key project coordinator for the production of print, video materials, newsletters, direct mail, collateral, publicity, and online information sources that support the goals and objectives of IM. This includes project scheduling, monitoring direct mail and print schedules, facilitating deadline compliance with editorial and graphics, maintaining mail dates, working with vendors, understanding and applying postal requirements, reconciling invoices with budgets. Support the print production, mailing, design, implement and maintain an archival print sample filing system. Oversee administration functions for AED Advancement and MarCom Director, Development Team and events and creative staff.

**Education, Experience and Competencies:** 2+ years of administrative and print production/mail experience. High school degree required. Detail-oriented. Excellent written and verbal communications skills. Must work well managing multiple priorities. Accuracy, dependability and ability to meet deadlines critical. Ability to work with minimal supervision and to exercise good judgment. Excellent Microsoft office skills, good team player. Must be flexible and willing to learn new things.

**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 **April 12, 2014**.

**Come. Grow. Change**

