



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 their relationships with God and *change* their worlds with the power of the Spirit!

Role and Responsibility: Provide administrative support to ensure that the offices of the area directors (ADs) of Europe and the Middle East and of Southeast Asia and Japan are functioning effectively to serve the global needs of IM. Support the ADs in managing global personnel and activity relating to many IM partners. Oversee all the domestic and international travel arrangements. Facilitate activities of visiting partners. Handle the logistics of various events. Communicate extensively with domestic and international partners; provide up-to-date information about ADs' work to board members, churches, clergy, lay leaders, IM staff, global personnel, overseas partners and Christian and secular agencies as requested. Keep abreast of ADs' activities and provide reports as needed. Manage the budget and maintain accurate financial files. Fulfill tasks that will be related to the missions of both ADs. Coordinate activities related to global personnel debriefing. Be responsive to the needs of the Mission Partnership Teams.

Education, Experience and Competencies: Passion for international mission. Bachelor's degree with four years of administrative experience. Proficiency in MS Office. Excellent interpersonal, communication and diplomacy skills. Must be detail-oriented and possess the ability to work in a team environment. Ability to prioritize and manage multiple responsibilities. Ability to work in a multicultural environment.

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 serves more than 2,000 volunteer, short-term and long-term global personnel working in 70 countries. If you are ready to be a part of this dynamic organization, send a cover letter and resume as well as the names, addresses and phone numbers of three professional references to jobs@abc-usa.org.

This posting will close on **October 16, 2015**.

www.internationalministries.org