



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

Data Entry Specialist

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: The Data Entry Specialist will be responsible for accounting for all donors' giving to International Ministries. This includes data entry, coding and receipts. The Data Entry Specialist will also be responsible for updating donor information and will play a pivotal role in ensuring that the ongoing development of donor information meets the needs of International Ministries. This person will enter all gifts (checks, credit cards and electronic fund transfers [EFT]) with correct project codes, pins and amounts into E-Tapestry software; code all donations; receipt all Donations; process address changes and perform donor information updates; assist with daily mail openings and processing; maintain files and perform miscellaneous administrative duties as need.

Education, Experience and Competencies: Bachelor's Degree preferred. At least 2-3 years data entry experience. Excellent computer skills, including experience with Microsoft Excel, Word and Outlook. Experience with E-Tapestry software a plus, and/or experience with relational database. Strong attention to detail and accuracy. Basic math and analytical skills. Strong organizational skills. Excellent communication skills. Must be a strong team player and an effective problem solver.

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 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 (3) professional references to: jobs@abc-usa.org

This posting will close on November 15, 2014.

www.internationalministries.org