



Job Posting Announcement

Join a vibrant, faith-based nonprofit organization that is meeting needs around the world.

Position: **Administrative Assistant (Global Personnel, Vocational Development, and World Relief Officer)**

Location: **King of Prussia, PA**

Category: **Full Time**

POSITION OVERVIEW

International Ministries (IM) is seeking an Administrative Assistant to support-related duties to three supervisors--the Director of Vocational Development, the Director of Global Personnel & Services, and the World Relief Officer. This position works closely with the Global Mission Team in supporting global personnel, candidates for global service, scholarship grant recipients and One Great Hour of Sharing offering administration.

This position must be very organized and understand the calendar needs of all three supervisors. The needs of all three must be balanced and met. The main focus is to provide effective and targeted support to candidates for global service, current global servants, and scholarship recipients in our Leadership Development Grant Program (LDGP). This position requires a high degree of collaboration and cooperation with members of the Global Mission Team, Mission Finance Team and the Short Term Trip Teams.

RESPONSIBILITIES FOR VOCATIONAL DEVELOPMENT:

- Prepare and send Application Packets, Supplement Packets, and other correspondence to candidates for global service by email and/or regular mail.
- Receive application and assessment materials from candidates, review materials for proper completion and submission, create and maintain electronic candidate files.
- Submit background checks for candidates and notify appropriate staff of issues of concern.
- Receive expense reimbursement requests for network-building and start-up expenses from pre-assignment global servants and work-related expenses from Vocational Development staff, ensure requests are properly documented, coordinate processing with Mission Finance Team, and record expenses in revenue and expense spreadsheets for monitoring and tracking.
- As requested, resource, prepare for, and participate in meetings of interview committees, take notes/minutes and distribute to participants following meetings.
- As requested, participate in Support Strategy Conferences for pre-assignment global servants, take notes/minutes and distribute to participants following meetings.
- Assist in the planning and resourcing of Call Retreats and New Global Personnel Orientations.
- Receive Global Service Opportunity forms from Area Directors, enter opportunities in Salesforce, and post opportunities to IM website.

RESPONSIBILITIES FOR THE LEADERSHIP DEVELOPMENT GRANT PROGRAM:

- Administer scholarship grants: receive and review applications for eligibility, consult with Area Directors on appropriation of funds and status of grant recipients, circulate committee votes, and process and track payment requests.
- Manage and maintain accurate financial records on 32 Leadership Development Grant funds. Organize data financially and geographically by Area Director.
- Maintain communications with all related parties (incl. Area Directors, international scholarship applicants/recipients, international partner representatives).
- Create and organize physical and electronic files.
- Administer bi-annual LDGC meetings and the related tasks to support and administer Scholarship Grants.
- Review and recommend revision to processes for efficiency, accuracy and integrity of program.

RESPONSIBILITIES FOR GLOBAL PERSONNEL AND SERVICES:

- Receive reimbursement requests for various eligible expenses for travel, grants and allowances related to US/PR assignment periods from global personnel. Ensure requests are properly documented, authorized by the Director of Global Personnel & Service, and coordinate processing with Mission Finance Team.
- Track non-taxable Continuing Education and Technology Allowances for global personnel.
- Initiate and administer the process of global personnel medical clearance.
- Handle enrollment procedures in IM self-funded medical plan for new global personnel.
- Reconcile monthly census with invoice from third party administrator for self-funded medical plan for global personnel.
- Sort and distribute global personnel mail monthly.

RESPONSIBILITIES FOR ONE GREAT HOUR OF SHARING:

- Process payment memos for emergency grants, development projects, office administration and fees.
- On a monthly basis, record One Great Hour of Sharing offering receipts.
- Support bi-annual World Relief Committee meetings: Review, assemble and distribute meeting materials to committee members, record meeting minutes, maintain up-to-date committee records.
- Prepare an electronic compilation of One Great Hour of Sharing promotional material evaluation response forms. Attend monthly Global Mission Team meetings.

QUALIFICATIONS:

- Minimum of Associates Degree
- 3+ years of related experience; years of experience can be substituted with additional higher education
- Knowledge of basic finance and accounting
- Proficiency utilizing Microsoft Office applications; Office 365, SharePoint, Outlook, Word, and Excel
- CRM experience highly desired; specific application and experience in Salesforce
- Critical thinking, analytical and a self-starter with minimal supervision needed
- Ability to prioritize while supporting multi-supervisors/programs
- Capable of working with colleagues within policy guidelines in support of overall programs
- Ability to communicate with global personnel candidates from varied cultural and language backgrounds
- Desire and ability to establish relationships with IM global personnel and prospective global personnel
- Knowledge of and appreciation for American Baptist is preferred in order to foster relationships. Membership in an ABC church is desired.

To apply, email HR@internationalministries.org with a current resume and supporting documentation for further evaluation of qualifications and experience. Thank you in advance for your consideration to join IM's mission.

International Ministries is an EEO employer and provides a comprehensive and flexible benefit package.

Purpose Statement: "On earth as it is in heaven. (Matthew 6:10)" International Ministries works cross-culturally to invite people to become disciples of Jesus Christ and to proclaim, through both word and deed, God's reign of justice, peace and abundant life for all creation. International Ministries serves more than 2,000 volunteers and short- and long-term global servants in 70 countries.