



### **Job Posting Announcement**

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

Position: **Administrative Assistant for East Asia, China and India**

Location: **King of Prussia, PA**

Category: **Part Time**

#### **POSITION OVERVIEW**

International Ministries (IM) is seeking an Administrative Assistant to provide support to the Area Director (AD) for the East Asia, China and India (EACI) region. This AD is the person responsible for managing personnel and partnerships in EACI, as well as IM's team of Global Consultants, connecting all these personnel and partners effectively with IM as a whole, and with partners in the U.S. and Puerto Rico.

#### **RESPONSIBILITIES**

- Handle daily communications (email, text, VOIP, voice) with personnel and partners in EACI and the U.S. and with IM's team of Global Consultants
- Monitor and follow up on all key personnel- and partnership-related tasks and processes
- Facilitate excellent working relationships between the AD and personnel, partners and other IM teams
- Make necessary travel arrangements for the AD
- Coordinate activities related to global servant debriefings at the home office
- Assist the AD with budget development, fund releases and financial tracking for all EACI and Global Consultant personnel, partners and projects
- Respond to requests from Mission Partnership Team members as they support EACI and Global Consultant personnel
- Facilitate registration for conferences and special events
- Plan housing and cultural experiences for international leaders and other visitors hosted by the AD
- Manage multiple priorities while giving top priority to facilitating real-time communication between the AD and global personnel, other IM teams and international and domestic partners
- Represent the AD when the AD is absent from the office
- Carry out other duties as requested by the AD

#### **QUALIFICATIONS**

- Associate's Degree required, Bachelor's Degree preferred
- Minimum four years of administrative experience
- Ability to work independently
- Excellent interpersonal, written and verbal communication and diplomacy skills
- Demonstrated ability to communicate cross-culturally with effectiveness
- Ability to prioritize and manage multiple responsibilities
- Flexibility and willingness to learn
- Willingness to work in a multi-cultural and cross-cultural setting
- Knowledge of IM preferred
- Knowledge of and appreciation for American Baptist life and ministry preferred
- Membership in an ABC church not required, but helpful

**To apply**, email [HR@internationalministries.org](mailto:HR@internationalministries.org) with a current resume and supporting documentation for further evaluation of qualifications and experience. Deadline for accepting applications is February 28, 2017. Thank you in advance for your consideration of joining IM's mission.

International Ministries is an EEO employer and provides a comprehensive and flexible benefit package. A detailed Job Description of this position is available upon request.

**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.