



Grace at the Fray

Administrative Assistant for Mission Agency *Mobilization Department*

Part-Time Job Opening in Jenkintown, PA

Serge is a non-profit, mission-sending agency dedicated to sharing the gospel of Jesus Christ and bringing positive transformation to communities worldwide. We're seeking a part-time Administrative Assistant to join the Mobilization Department in our home office, working to mobilize the US church into God's global mission, with particular focus on the recruitment of short and long-term overseas missionaries. The Administrative Assistant will support project management, maintain field staff prospect data, liaise with the Serge communications team, and coordinate intern program logistics. Part-time hours are 20 per week with paid leave and 401(k) retirement benefits. If you have a passion to advance the Gospel and the expertise for this key role, we invite you to apply. Qualified applicants will have experience in administration, computer systems and software, and data and project management.

Responsibilities:

- Act as administrator for Mobilization Department (MOB) by assisting MOB director in department budgeting and financial control, and coordinating communications, deadlines, and meetings with the MOB team.
- Assist with project management for MOB by identifying areas for improvement in processes and function, and by managing projects as assigned by MOB director.
- Maintain Salesforce database of missionary staff across all departments for overall quality control of database and creation of data reports; troubleshoot workflows or other data needs with Data Specialist.
- Register recruiters for conferences and coordinate provision of necessary booth equipment, lead collection devices, and digital forms; manage event data in Salesforce and coordinate follow-up with contacts.
- Coordinate logistics for Intern Program by assisting Internships Coordinator, in consultation with the team leaders on field locations and the Finance department, to create and allocate budgets, purchase plane tickets, secure venues/housing, and coordinate meals for intern trainings, deployments, and debriefings.
- Collaborate with Serge's Communications department for MOB-related communications projects, and help plan and provide content for website, print material, and social media promotion of mobilization opportunities.

Requirements

- A personal relationship with Jesus Christ and genuine desire to work in a dynamic, mission-driven environment, applying one's knowledge, skills, and abilities to advance the Gospel.
- Demonstrates commitment to Serge Vision, Mission and Values.
- Experiences, embraces, and effectively communicates the gospel concepts of repentance, forgiveness, and the daily application of God's grace in life, work, and relationships.
- Exhibits grace and exercises discretion in all interactions internally and externally and possesses strong interpersonal skills with an ability to engage, support, and communicate effectively.
- Bachelor's degree or comparable experience in a related field.
- Minimum four years' experience in a position requiring administrative excellence.
- Proficient with MS Word/Excel, MAC OS, Google products/applications (including Google Drive, Google Docs, Google Sheets, Gmail), Zoom, and ability to quickly learn new web-based software and applications.
- Experience with Salesforce or other CRM software is a plus.
- Ability to take initiative/self-motivate, learn quickly, and adapt to changes in tasks, projects and environment.
- Possesses a high level of discretion and interpersonal skills to handle sensitive and confidential situations.
- Strong attention to detail in typing, composing, editing, establishing priorities, and meeting deadlines.
- Ability to work in a fast-paced environment and to handle multiple competing tasks and demands.

To Apply, send resume and cover letter with salary requirement to Anita Wessner at HR@serge.org. For more information about our mission agency, visit www.serge.org.

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