



Grace at the Fray

Administrative Assistant for Mission Agency

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 home office in supporting our overseas mission department. This department implements Serge's vision for overall impact, strategic growth and expansion of renewal and mission work around the world. The Assistant will partner closely with mission department staff and will manage, monitor, and ensure security of staff and business communications in countries that are closed to the gospel, and will maintain metrics data and reports for staff in all countries.

Part-time position is 20 hours/week with paid leave and retirement benefits. If you have a passion for missions and the technical and administrative talent essential for this role, we invite you to apply. Qualified applicants will have experience in administration, email communications, collaborative work, data management, and computer systems and software.

Responsibilities

- ❖ Establish supportive, interdependent working relationships with Mission Administrator, Senior Director of Mission, and overseas leaders.
- ❖ Utilize appropriate communication systems to ensure the security and distinction of closed-country businesses and staff.
- ❖ Collaborate with Communication Team in monitoring closed-country information on website so as to ensure accuracy and security.
- ❖ Setup, share and maintain communication protocols, files, and methods, and ensure compliance.
- ❖ Provide orientation of closed-country communication protocols for new staff, and assist with planning of inservice events and conferences.
- ❖ Monitor communication between Home Office and closed-country teams to ensure security, responsiveness, and support.
- ❖ Collect, manage, maintain, and ensure the accuracy of metrics of all overseas mission teams in Salesforce database and spreadsheets.
- ❖ Generate and provide regular metrics reports to leadership, executives, and board of directors.

Requirements

- ❖ Personal relationship with Jesus Christ and a genuine desire to apply one's knowledge, skills, and abilities to advance the gospel, minister to others, and serve as needed.
- ❖ Commitment to Company Core Values, demonstrated in work and interactions.
- ❖ Bachelor's degree in related field or comparable administrative experience.
- ❖ Minimum two years of administrative or related experience.
- ❖ Strong computer skills including mastery of or strong aptitude for learning MS Office (Word, Excel, PowerPoint), MAC OS, Google, Salesforce and project management software.
- ❖ Effective time management skills, solid organizational techniques, and high attention to detail.
- ❖ Embraces routine yet flexible, professional, and gracious in prioritizing, accommodating, and adapting to competing demands and shifts in tasks and projects.
- ❖ Strong interpersonal skills with ability to engage, support, care, serve, and communicate effectively.
- ❖ Exercises high level discretion in handling sensitive and confidential situations and communications.
- ❖ Effective, gracious, clear email communications, demonstrating a mastery of good writing.

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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