

Job Posting Announcement

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



Position: **Administrative Assistant for Asia**

Location: **King of Prussia, PA**

Category: **Part Time**

POSITION OVERVIEW

International Ministries (IM) is seeking an independent self-starter with the flexibility and willingness to learn in an administrative position. The right candidate will provide support to the area director (AD) of SE Asia and Japan and the AD of South and East Asia. These ADs are responsible for managing personnel and partnerships in Asia, 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 and voice) with personnel and partners in Asia 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 Asia and global consultant personnel, partners and projects
- Respond to requests from Global Mission Team members as they support Asia and global consultant personnel
- Facilitate registration for conferences and special events for the AD, IM personnel and international partners
- 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 with strong competency in Microsoft Office and social media
- Ability to work independently with flexibility and willingness to learn
- Excellent interpersonal, written and verbal communication and diplomacy skills
- Demonstrated ability to communicate cross-culturally with effectiveness
- Demonstrated ability to prioritize and manage multiple responsibilities
- Willingness to work in a multi-cultural and cross-cultural setting
- Knowledge of IM, appreciation for American Baptist life and ministry and membership in an ABC church helpful but not required

To apply, email HR@internationalministries.org Identify the position title in the subject line and attach a current resume and supporting documentation for further evaluation of qualifications and experience. 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.

International Ministries, founded in 1814 as the American Baptist Foreign Mission Society, 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.