



Interserve is an international fellowship of Christ-following professionals using their skills to bring life and hope to the people of Asia and the Arab World.

JOB OPPORTUNITY

We are looking for a friendly, detailed-oriented Administrative Assistant to join the Interserve USA team. The incumbent will juggle multiple priorities from several stakeholders as we strive to serve our overseas Partners and their supporters and to foster a Christ-centered global vision among individuals and churches in the United States.

Administrative Assistant Position Overview

The Administrative Assistant position is an integral ministry position within the Interserve community. The Administrative Assistant performs administrative and office support duties for multiple supervisors. Responsibilities include fielding telephone calls, managing calendars, making travel, meeting, and event arrangements, preparing reports, communicating regularly with the Board of Trustees, receiving and directing visitors, word processing, and filing.

The Administrative Assistant position requires strong computer and internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal staff, as well as outside clients and vendors.

The Administrative Assistant reports to the Executive Director. This is a full-time, salaried position.

Position Responsibilities

FOR THE EXECUTIVE DIRECTOR

1. Compose drafts and/or answer general correspondence
2. Maintain Executive Director's schedule on the Shared Calendar (office appointments, speaking engagements, and travel, both national and international)
3. Type reports, memorandums, correspondence, e-mail as required
4. Format quarterly newsletter to send to Partners with updates from office staff

RECEPTIONIST/GENERAL OFFICE RESPONSIBILITIES

1. Create welcoming environment for all visitors to the office
2. Serve as primary telephone receptionist and greeter
3. Coordinate details and plan upcoming events
4. Maintain organized and properly functioning office space for staff
5. Sort general office and finance mail
6. Update address/phone/email info in Interserve Shared Contacts and database
7. Maintain Office Shared Calendar
8. Establish access for new personnel on company intranet and maintain records for existing personnel.

9. Manage Microsoft Dynamics CRM for the personnel team, including qualifying leads daily, generating reports as needed, trouble-shooting problems with technical lead as necessary and monthly updating church relationship status against MPX (donor database), as well as providing training and support for staff on use of Dynamics.
10. Assist Communications Director as requested with proofreading, posting on social media, and formatting prayer and pledge cards for appointees.

MEETINGS OF THE BOARD OF TRUSTEES

1. Work with Board President and Executive Director on agenda. Assemble all meeting documents into a Board book and send to all Board members and Directors
2. Coordinate Fall Board Meeting arrangements. Maintain list of attendees, arrivals and departures, and communicate with the hotel regarding meeting rooms, accommodations, and meals
3. Coordinate virtual committee meetings throughout the year

FOR PARTNERS: PRAYER LETTERS AND MAILING LISTS

1. Maintain mailing lists for all Partners (adding new contacts, making address changes)
2. Run mailing lists for all Partner prayer letters
3. Edit, format, and send out Partner Prayer Letters

QUALIFICATIONS

- Shares the ethos and lifestyle of Interserve as encapsulated in the Interserve Statement of Faith and Life
- Is committed to participating in the ministry of Interserve
- Has excellent writing/editing and verbal communication skills
- Is skilled in the use of Microsoft Office and can readily learn new software packages
- Is a relationship builder and flexible
- Is committed to working collaboratively with staff, Board members, Partners, alumni, and volunteers

TO APPLY:

Please send a cover letter and resume to Terri Taylor, Director of Communications (Terri.Taylor@Interserveusa.org)