

EDUCATION/TRAINING:

- › Minimum one year post secondary education.

EXPERIENCE:

- › Administrative abilities
- › Overseas ministry
- › Leadership
- › Computer knowledge

SCOPE:

To assist the Director of International Operations in:

- › Project Research
- › Preparation of project proposals and presentations
- › Project and field assessments
- › On-field monitoring
- › Building and maintaining relationships with field partners
- › Project budget management
- › Coordinating project activities with Teams and Project Services (TPS) Administrators and Global Impact Advisors (GIA)
- › Daily project management
- › Helping prepare assistant/associate team leaders

ADDITIONAL RESPONSIBILITIES:

- › Assist in general ministry tasks as required
- › Attend team meetings when required

SKILLS REQUIRED:

- › Detail-oriented
- › Time management
- › Organization skills
- › Communication skills
- › Competence in MS office programs
- › Self-initiator
- › Leadership ability

ACCOUNTABLE TO:

- › Director of International Projects

STAFF CATEGORY:

- › Full-time Supported