ADMINISTRATIVE ASSISTANT FOR AREA DIRECTOR AFRICA (FULL-TIME)

Christian Aid Mission assists indigenous ministries reaching their own people with the gospel of Christ in areas where there are no churches and no believers. Often these areas of places of poverty or persecution and where foreign missionaries are not allowed. We work with hundreds of indigenous ministries in eight regions of the world that share the gospel of Jesus Christ with more than 2,000 ethnic groups.

Please submit a cover letter and resume to jobs@christianaid.org. No phone calls or drop-ins please.

Position Summary:
Christian Aid Mission seeks to employ a full-time (40 HPW) Administrative Assistant for the International Ministry Team’s Area Director for Africa.

The Africa Assistant assists the Area Director (AD) by collecting information from ministries in these 3 regions to develop annual Funding Plans and impact reporting. Performs daily administrative tasks including email correspondence, processing photos, reports, required forms, post mail correspondence, copying, scanning, filing and data management.

Essential Responsibilities
1. **Fiscal Year Funding Plan Development**
   The Africa Assistant assists in acquiring information from ministries to develop an Annual Funding Plan for Africa:
   - Contacting the ministry leaders to request and provide assistance in the completion of the annual Funding Plan Worksheets.
   - Documents and reviews the completed worksheets and reports to determine whether they provide complete data, necessary content and clarity. The assistant formulates follow-up questions and follows up with the international ministry leaders to obtain the additional data needed to develop the Fiscal Year Funding Plan.
   - Works with AD to prioritize the ministry needs for the final Funding Plan.

2. **Information Management**
   Acknowledges receipt of all incoming correspondence from the regional ministries and checks for content that may be utilized for promotional purposes.
   - Maintains good records to track Sponsorship reports, Semi-annual Surveys, Unreached People Group (UPG) information and other required information and forms needed to facilitate regular vetting, evaluation of ministries and due diligence.
   - Data Management: ministry databases require meticulous and multi-layered work processing incoming data. Maintain all updates for Christian Aid Mission (CAM) group information. Scans documents to be put onto computer network.
• Extracts, scrubs for security, and imports correspondence into CAM database. Also selects web secure, size appropriate photos to make available for promotional purposes and reviews routings of reports, proposals and other external pieces from Marketing for these 3 regions. Works collaboratively with the International Ministry (IM) Editorial Coordinator and International Ministry (IM) Associate Director to ensure information is properly processed and saved, and information is reviewed for clarity, relevance and impact.

• Imports and processes photos and uploads them into CAM databases. Selects appropriate photos from ministry being mindful of sensitive information and photo usage. Forwards to AD for approval and puts on network for further use by IM Editorial Coordinator and Marketing.

• Reviews all proofing for Africa ministries.

3. Financial Information Processing

• Assists AD as needed with disbursement preparation to funding plan.

• Documents incoming financial statements and receipt of funds acknowledgements. Follows up with ministries that have not sent timely financial information and maintains a spreadsheet to inform the AD of any ministries that have not acknowledged disbursed funds or have not submitted financial statements.

• Prepares and sends disbursement letters to all ministries and records them in CAM database.

• Maintains banking/disbursement information for each ministry and updates as needed.

• Works with Finance to confirm status of disbursements and to research and resolve missing wires disbursement delays. Maintains a list of “disbursement notes”.

4. Interviews visiting ministry leaders to update information on the ministry. Transcribes recorded interviews/phone conversations/meetings with visiting ministry leaders and uploads to network for further use by the IM Editorial Coordinator and Marketing.

5. Conducts research about UPG or other International Ministry information as directed by AD for special projects.

6. Assists with hosting international ministry visitors when visiting CAM headquarters.

7. Additional responsibilities as assigned. Provide support to other Admin Assistants as needed.

The essential responsibilities require the following Knowledge/Skills/Abilities:

1. Develop a knowledge of respective region / country culture and Biblical principles.
2. Strong organizational and administrative skills, including working on multiple projects at one time. Expert at multitasking, prioritizing, meeting deadlines, and delivering high quality work.
3. Strong teamwork skills with other staff and faithfully reporting to and representing the leader.
4. Desire and aptitude for learning new concepts quickly.
5. The position requires extensive training in ministry databases, including filing, organizing, and storing material.
6. Good writing and verbal communication skills.
7. Highly motivated with the ability to work independently.
8. Good customer service skills; ability to interact with internal and external contacts.
9. Strong commitment to organizational mission and values, being above reproach in lifestyle.
Level of Education
Preferably BA or higher

Languages
Fluency in English and French preferred

Professional Licenses/Certifications
Software expertise:
Intermediate to Advanced proficiency in MS Office Suite (Word, Excel, Power Point)
Experience with database management helpful.

Level of Experience
3 years administrative experience minimum preferably in ministry or non-profit work.

Religious Employment
We are a religious employer and we reserve the right to discriminate based upon religion pursuant to section 702 of the Civil Rights Act of 1964.