



## INTERNATIONAL MINISTRY TEAM ASSISTANT (40HPW)

### About Christian Aid Mission

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 are 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 Christ with more than 2,000 ethnic groups.

### Position Summary:

The International Ministry Assistant (IMA) is trained in all the essential functions and may be called upon to support the other regional assistants during high-capacity times. During non-high-capacity times, the IMA will devote their time to IM Special Projects, as assigned.

Essential functions that the Assistant may perform, as requested.

1. Assist Area Director (AD) in developing and gathering fiscal year funding plans for each ministry in the regions.
2. Manage information from the regional ministries ensuring that records are maintained accurately while ensuring security of all ministries, documents and information provided.
3. Assist Area Director with disbursements and funding to ministries supported by Christian Aid
4. Conduct interviews with ministry leaders and ensure all information is documented appropriately.
5. Assist with researching unreached people groups and other international ministries as requested (Special Projects).
6. Assist with hosting visiting ministry leaders when visiting Christian Aid Headquarters in Charlottesville, VA.
7. Ensure security of all information.
8. Ability to assist other regions when needed.

### Special Projects

Special Projects Assistant function serves on department wide projects. One such project includes the ethnic groups database management. Other projects may include specific tasks that support the IM Leadership Team.

The essential responsibilities require the following **Physical/Mental/Sensory Abilities**:

1. Data entry, verifying and reviewing information on a screen.
2. Sit, stand, stoop, bend, reach, lift and walk, climb steps.
3. Clear and concise communication both written and oral format ensuring that sensitive information is protected.
4. Occasional lifting up to 20 pounds.

The essential responsibilities include working under the following **Working Conditions**:

1. General Office environment
2. Remote work environment 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 supervisor.

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**

Bachelors 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.

**Supervision:**

No direct reports.

**Confidentiality:**

Has access to ministry financial, general ministry information, and CAM intellectual property.

**Travel:** None Required

**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.

Please submit a cover letter and resume to [jobs@christianaid.org](mailto:jobs@christianaid.org).